

2024

# Assessment Policy- CSBT Campus

**CSBT Campus Assessment Policy****Contents**

1. Introduction.....	
2. Objectives.....	
3. Recruitment and Enrollment.....	
3.1 Recruitment of Learners.....	
3.1.1. Information Dissemination.....	
3.1.2. Application Process.....	
4. Evaluation of Applications.....	
5. Admission Decision.....	
6. Ensuring Appropriate Registration.....	
6.1. Initial Counselling.....	
6.2 Placement Tests.....	
7. Orientation.....	
8. Registration Process.....	
9. Conducting Exams and Assignments.....	
9.1 Examination Procedures.....	
9.1.1. Scheduling.....	
9.2 Exam Preparation.....	



## Assessment Policy-CSBT

9.3 Exam Conduct.....	
9.4 Invigilation.....	
9.5 Submission of Exam Scripts.....	
10. Assignment Procedures.....	
10.1. Assignment Brief.....	
10.2. Submission.....	
10.3. Late Submission.....	
10.4. Extensions.....	
11. Academic Integrity.....	
12. Supporting Struggling Learners.....	
12.1. Early Identification.....	
12.1.1. Diagnostic Assessments.....	
12.2. Monitoring Progress.....	
12.2.2. Feedback Mechanisms.....	
13. Targeted Interventions.....	
13.1. One-on-One Support.....	
13.2. Small Group Instruction.....	
14. Collaborative Support.....	
14.1. Peer Tutoring.....	



14.2. Parental Involvement.....

15. Regular Check-ins.....

    15.1. Progress Meetings.....

    15.2. Open Communication.....

16. Responsibilities.....

    16.1. Faculty.....

    16.2. Students.....

17. Review and Improvement

**Assessment Policy and Procedures.****1. Introduction**

The Cambridge School of Business and Technology (CSBT) is committed to maintaining high academic standards through robust assessment policies and procedures. This document outlines the processes for recruiting learners, ensuring appropriate registration, conducting exams and assessments, and supporting struggling learners.

**2. Objectives**

- To ensure a fair and transparent process for recruiting and enrolling learners in suitable programs.
- To provide clear guidelines for conducting exams and assignments.
- To offer support mechanisms for learners who are struggling academically.

**3. Recruitment and Enrollment****3.1 Recruitment of Learners****3.1.1. Information Dissemination**

- Provide comprehensive information about programs through brochures, the school website, open days, and information sessions.
- Detail program objectives, entry requirements, course structure, and career prospects.

**3.1.2 Application Process:**

- Applications are submitted online or in person.
- Applicants must provide academic transcripts, proof of identity, and other required documents.
- An application fee is not required.

**4. Evaluation of Applications:**

- Applications are reviewed by the admissions committee based on academic qualifications, work experience (if applicable), and personal statements.
- -Interviews may be conducted for certain programs to assess suitability.

**5. Admission Decision**

- Applicants are notified of the admission decision via email.
- Successful applicants receive an offer letter and are required to confirm their acceptance and pay a deposit to secure their place.

**6. Ensuring Appropriate Registration****6.1 Initial Counseling:**

- Upon acceptance, students undergo an initial counseling session to discuss their academic and career goals.
- Academic advisors help students understand program requirements and select the appropriate qualification.

**6.2 Placement Tests:**

- New students may be required to take placement tests to assess their proficiency in key areas.
- -Results from these tests help in placing students in the appropriate level of courses.

**7. Orientation:**

- An orientation program is conducted to familiarize students with the campus, resources, and academic policies as per the Induction Policy.
- Students receive guidance on how to manage their studies and where to seek help.
- Refer to induction Policy of CSBT Campus.

**8. Registration Process.**

- Students complete the registration process through the online portal.
- Academic advisors approve course selections to ensure they align with the student's academic plan.

**9. Conducting Exams and Assignments****9.1 Examination Procedures****9.1.1 Scheduling:**

- Exams are scheduled as per the requirements of CSBT as well as the awarding bodies..
- A timetable is released at least four weeks prior to the examination period.

**9.2 Exam Preparation:**

- Students are informed about the exam format and content.
- Revision sessions and study guides may be provided.

**9.3 Exam Conduct:**

- Students must present a valid student ID.
- Personal belongings, except approved materials, are not permitted in the exam room.
- Any form of academic dishonesty will result in disciplinary action.

**9.4. Invigilation:**

- Exams are supervised by invigilators to ensure compliance with regulations.
- Invigilators manage the examination environment and address any issues that arise.

**9.5 Submission of Exam Scripts:**

- All exam scripts must be submitted at the end of the exam.
- Students must ensure their names and student IDs are on all exam materials.

**10. Assignment Procedures****10.1. Assignment Brief:**

- Assignments are given with clear instructions, criteria, and deadlines.
- A grading rubric is provided to guide students on how their work will be assessed.

**10.2 Submission:**

- Assignments must be submitted by the specified deadline.
- Submissions are accepted via the online learning management system (LMS) unless otherwise specified.
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**10.3 Late Submission:**

- Assignments submitted after the specified deadline will be considered late.
- Late submissions will result in a pass grade regardless of the quality of the work.

**10.4 Extensions.**

- Extensions may be granted for valid reasons such as illness or personal emergencies.
- Requests for extensions must be submitted before the deadline and supported by appropriate documentation.



**11. Academic Integrity:**

- All assignments must be the student's own work.
- Plagiarism and other forms of academic dishonesty are strictly prohibited and will be penalized.

**12. Supporting Struggling Learners****12.1 Early Identification****12.1 .1 Diagnostic Assessments:**

- Conduct assessments at the beginning of a course to identify baseline skills and knowledge gaps.
- Use results to identify students who may need additional support.

**12.2. Monitoring Progress:**

- Regularly review student performance through formative assessments, class participation, and feedback.
- Use learning analytics to track progress and identify students at risk of falling behind.

**12.2.2 Feedback Mechanisms:**

- Regular Feedback: Providing constructive feedback on assignments and tests.
- Self-Assessment: Encouraging learners to evaluate their own progress through reflective exercises.

**13. Targeted Interventions**

## 13.1 One-on-One Support:

- Provide individual tutoring sessions to address specific areas of difficulty.
- Schedule regular meetings with academic advisors to discuss progress and challenges.

## 13.2. Small Group Instruction:

- Group students with similar challenges together for focused learning sessions.
- Use varied instructional strategies to cater to different learning styles.

## 13.3 Additional Resources:

- Provide extra resources like practice worksheets, online tutorials, and reading materials.
- Leverage educational technology for personalized learning experiences.

**14. Collaborative Support**

## 14.1. Peer Tutoring:

- Encourage students to work together, with stronger students helping those who need more assistance.
- Organize study groups and peer review sessions.

## 14.2. Parental Involvement:

- Engage with parents to support learning at home and keep them informed of their child's progress.
- Provide resources and tips for parents to help their children succeed.

**15. Regular Check-ins**

## 15.1. Progress Meetings:

- Hold regular meetings with struggling students to review their progress and adjust learning plans as needed.
- Use these meetings to set realistic goals and create action plans.

## 15.2. Open Communication:

- Maintain open lines of communication for students to express their challenges and seek help.
- Provide a supportive and non-judgmental environment for students to discuss their concerns.

**16. Responsibilities**

## 16.1. Faculty:

- Design fair and comprehensive assessments.
- Provide clear instructions and criteria for all assessments.
- Grade assignments and exams objectively and provide timely feedback.

## 16.2. Students:

- Adhere to the assessment schedule and submission deadlines.
- Abide by the academic integrity policy.
- Seek clarification when needed and use feedback for improvement.

**17. Review and Improvement**

This policy is reviewed annually to ensure its effectiveness and alignment with best practices in education. Feedback from students and faculty is considered in the review process to continuously improve assessment procedures.

**Next Review: 01.01.2025**

**End of Policy**