

## **EAST BRIDGE TRAINING (EBT)**

### **ASSESSMENT POLICY**

**Policy Reference:** EBT-POL-AS-005

**Version:** 1.0

**Policy Created:** September 2025

**Effective Date:** 07 September 2025

**Review Date:** 07 September 2026

**Approved By:** Director, East Bridge Training (EBT)

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#### **1. Purpose**

This Assessment Policy ensures that all assessments for KHDA-approved vocational qualifications delivered by East Bridge Training (EBT) are:

- Valid
- Reliable
- Fair
- Authentic
- Consistent
- Aligned with awarding-body requirements

The policy fulfils the requirements of:

- **Executive Council Resolution No. 30 of 2021**
- **KHDA Vocational Standards B3.1-B3.13, B4.1-B4.3, A3.2, A3.4 & A4**
- **Awarding body assessment regulations and quality assurance frameworks**

EBT ensures that assessments accurately measure learner competence and support high-quality vocational outcomes.

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#### **2. Scope**

This policy applies to:

##### **Learners**

All individuals enrolled in any KHDA-approved vocational qualification offered by EBT.

## **Staff**

- Trainers
- Assessors
- Internal Verifiers
- Quality Nominee
- Academic Head
- Administrative & Compliance Staff

## **Assessment Types**

- Written assignments
- Practical skills demonstrations
- Observation-based assessments
- Online assessments and examinations
- Portfolio and evidence-based submissions
- Oral/viva assessments
- Work-based learning evidence
- Project-based tasks

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### **3. Policy Statement**

EBT commits to delivering assessment that is:

- Conducted with integrity, impartiality, and transparency
- Free from discrimination or barriers to participation
- Supported by clear criteria and guidance
- Compliant with KHDA and awarding-body rules
- Administered consistently across trainers and assessors

EBT prohibits:

- Unfair influence

- Maladministration
- Malpractice by learners or staff
- Bias, conflict of interest, or preferential treatment
- Tampering with grades or assessment records

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## **4. Assessment Principles**

The following principles govern all EBT assessments:

### **4.1 Validity**

Assessment measures what it claims to measure.

### **4.2 Reliability**

Assessment decisions are consistent and standardised.

### **4.3 Authenticity**

Work must be the learner's own.

### **4.4 Fairness**

Assessment decisions are free from bias.

### **4.5 Inclusivity**

Assessment accommodates diverse learner needs without reducing rigor.

### **4.6 Transparency**

Criteria, rubrics, and expectations are communicated clearly in advance.

### **4.7 Consistency**

Assessors apply criteria uniformly across all learners.

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## **5. Learner Information, Advice & Support**

Aligned with **KHDA A3.2, B3.1, B3.10:**

- All learners receive assessment information at induction
- Criteria, deadlines, and rubrics are published in advance

- Learners receive guidance on preparing for assessments
- EBT provides reasonable adjustments for learners requiring support
- All learners have the right to request clarification before assessments

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## **6. Assessment Planning & Delivery**

EBT maintains the following documents:

- Annual Qualification Delivery Plan
- Assessment Plan
- Internal Verification Plan
- Standardised Assessment Briefs

Assessors must:

- Be qualified and competent (KHDA B2.3, B4.1(h))
- Adhere to awarding-body assessment standards
- Maintain accurate, documented assessment decisions
- Ensure all assessment environments are suitable and safe

EBT allocates sufficient teaching and assessment time as per **KHDA B3.7**.

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## **7. Marking & Feedback**

### **7.1 Marking**

- Assessors mark work in accordance with awarding body rubrics
- Marking must be objective and evidence-based
- No assessor may mark work where there is a conflict of interest

### **7.2 Feedback**

Learners receive:

- Constructive, improvement-oriented feedback
- Clear reference to assessment criteria

- Written feedback within **10 working days**
- Opportunities for reassessment where permitted

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## **8. Internal Verification (IV)**

As required by KHDA **B4.1, B4.2 & B4.3**:

EBT's IV system ensures:

- Sampling of assessor decisions
- Standardisation of assessment practices
- Development and support of assessors
- Early detection of errors or inconsistencies
- Maintenance of assessment quality and integrity

IV responsibilities include:

- Reviewing assessment briefs
- Sampling marked work
- Checking authenticity of learner evidence
- Logging IV reports
- Recommending corrective actions

All IV records are retained for **five years**.

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## **9. Reasonable Adjustments & Special Considerations**

EBT provides assessment adjustments aligned with:

- KHDA inclusivity requirements
- Awarding body guidelines

Adjustments may include:

- Extra time
- Modified assessment formats

- Assistive technology
- Additional support arrangements

All adjustments must:

- Not undermine assessment validity
- Be evidence-based
- Be approved by the Academic Head

Special considerations apply when learners face unexpected circumstances (e.g., illness).

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## **10. Assessment Malpractice & Maladministration**

EBT strictly prohibits:

- Plagiarism
- Collusion
- Contract cheating
- Impersonation
- Fabrication or falsification of evidence
- Misuse of AI tools
- Staff influencing assessment outcomes
- Mishandling assessment records

Any suspected malpractice follows the procedures outlined in:

- **EBT Academic Honesty Policy**
- **EBT Staff Malpractice & Maladministration Policy**

Sanctions may include disqualification, reassessment refusal, or disciplinary action.

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## **11. Progress Monitoring**

In compliance with KHDA **B3.9**:

- Learner progress is reviewed periodically

- At-risk learners are identified early
- Intervention strategies are documented
- Review meetings are recorded by assessors

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## **12. Assessment Records & Data Management**

Aligned with KHDA **A2.10, A4.10, B4.1(e)**:

EBT securely maintains:

- Assessment briefs
- Marking sheets
- Feedback forms
- Internal verification reports
- Learner evidence
- Grade records
- Appeals outcomes

All records are stored securely for a minimum of **five years**.

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## **13. Certification of Achievement**

EBT ensures compliance with KHDA **B5**:

- Learners are registered with the awarding body
- Only the awarding body may issue certificates
- EBT submits certificates for KHDA attestation before release
- No certificate is issued without completing all requirements

EBT does not alter, redesign, or modify awarding-body certificates.

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## **14. Appeals**

Learners may appeal assessment decisions under the **EBT Appeals & Grievances/Complaints Policy**.

Appeals must be submitted within **5 working days**.

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## **15. Roles & Responsibilities**

### **Director**

Ensures assessments meet KHDA and awarding body standards.

### **Academic Head**

Oversees assessment implementation and verification.

### **Assessors**

Conduct assessments fairly, accurately, and ethically.

### **Internal Verifiers**

Check consistency and reliability of assessment decisions.

### **Quality Nominee**

Ensures compliance with external quality assurance.

### **Learners**

Submit authentic work and comply with deadlines.

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## **16. Policy Review**

This policy is reviewed annually as part of the EBT Quality Assurance Framework and KHDA evaluation requirements.

Next review due: **07 September 2026**

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### **Approval**

**Name:** Shivanjan Chakraborty

**Title:** Director, East Bridge Training

*Shivayon Chakraborty*

**Signature:** \_\_\_\_\_

**Date:** 07 September 2025