

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)

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.

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.

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**.

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**.

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).

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.

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**.

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.

14. Appeals

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

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

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.

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**

Approval

Name: Shivanjan Chakraborty

Title: Director, East Bridge Training

Shivam Chakraborty
Signature: _____

Date: 07 September 2025