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The Institute of Ismaili Studies

Assessment Development Policy

1. Scope and audience

- 1.1. This document provides for the formulation and moderation of assessments, including the formulation and moderation of Assessment Briefs and the setting and moderation of assessment titles. It is for the attention of all staff involved in the assessment of a given programme, including External Examiners, the Head of Department, Programme Leader, Module Leaders, lecturers and markers (including second markers).
- 1.2. This document should be read in conjunction with the following supporting documents: Programme Design, Development and Approval Policy; Teaching and Learning Strategy; and Handbook for Teaching and Assessment.

2. Definitions

For the purposes of clarity, definitions are provided below for key terms used in this document:

<i>Term</i>	<i>Definition</i>
Assessment Brief	<i>Found in the Module Outline:</i> A description of the task students must complete as part of the assessment for the module, which is written in line with the requirements of the Assessment Specifications. Information about submission and/or examination will be included here.
Assessment Specifications	<i>Found in the Module Outline:</i> Details of how a module will be assessed, which contain information about the type of task (e.g. essay or question paper), including the weighting of the tasks relative to the overall modular mark and the target ILOs.
Assessment title	A task set to assess performance with regard to the ILOs for the module. These may be, for example, essay titles, essay questions, presentation titles, written examinations.

<i>Term</i>	<i>Definition</i>
ILOs	<i>Intended Learning Outcomes:</i> The knowledge, skills and understanding that students should be able to demonstrate by the end of teaching and learning for the module. Each assessment

5. Setting and moderating question papers

- 5.1. The following procedure applies to both seen and unseen question papers to be taken under examination conditions:

Module Leaders will submit first drafts of question papers to the Programme Leader **five weeks before** the start of the term in which the module in question is supposed to be taught. In special cases, and where there is good reason, a different deadline may be agreed between the Module Leader and the Department of Graduate Studies.

Module Leaders and the Programme Leader will work together to review and evaluate the question papers in order to produce revised drafts

6 Document Control

Version	Role / Activity	Person(s) responsible	Date
Version 1	Author	AMC	June 2018