

 <b>ORDER OF MALTA IRELAND</b>	<b>Order of Malta Ireland</b>	<b>Policy no:</b>	TRA-POL-018
		<b>Version:</b>	2.0
		<b>Date:</b>	09/04/2025
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<b>Policy title:</b>	<b>Assessment policy</b>		

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## 1. Introduction

The Order of Malta Ireland is committed to ensuring fair and consistent assessment of students.

## 2. Definitions and Abbreviations

No abbreviations are used in this version of the policy.

## 3. Conduct of Assessment

- Assessments must be clear, concise, and easily understood by both assessors and students.
- Methods should align with best practices and, where applicable, national standards.

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- Assessments are designed to demonstrate student achievement and individual accomplishment.
- Standards are applied uniformly nationwide.

### 3.1 Transparency for Students

- Students are informed of assessment standards, methods, marking systems, grading, result notification timelines, and the appeals process.

### 3.2 Examiners/Assessors

- Must be open to monitoring and independent review.
- Must possess appropriate qualifications and training.
- Must adhere to access and equality policies, providing necessary accommodations.

### 3.3 Assessment Planning

- Methods must be fair and consistent.
- Examiners are matched to required standards.
- Assessments are scheduled with consideration for student needs.

## 4. Information for Students

- Students receive written details of assessment methods at course commencement and throughout the course.
- Progress updates and areas for improvement are communicated regularly.
- Instructors should not recommend students for exams if failure is likely; mentoring is provided as needed.
- Marking systems and grade ranges are clearly explained.
- Policies on re-sits and appeals are communicated.
- Students with special requirements must notify the course director promptly; reasonable efforts will be made to accommodate their needs.

## 5. Reasonable Accommodation

- Adequate facilities and equipment are provided for assessments.
- Students unfamiliar with equipment are given time to adapt.
- Assessment techniques are adjusted for students with special requirements or disabilities.

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- Assessments are scheduled to accommodate volunteers' availability.
- Additional support is provided as needed, including referral to a mentor if necessary.

## 6. Consistency and Feedback

- Marking systems are explained to assessors.
- Assessment descriptions are straightforward.
- Assessments are subject to independent monitoring.
- Assessors must not be involved in course delivery.
- Constructive feedback is provided to students.
- Appeals and re-sit processes are available.
- Student evaluations are reviewed for quality assurance.

## 7. Student Appeals

- Students may appeal assessment decisions as outlined in the complaints and appeals policy.
- Appeals must be submitted in writing within seven working days of receiving results, citing specific grounds.
- Appeals are reviewed by an independent examiner, and responses are issued within one month.

## 8. Results Approval

- Course results are reviewed, agreed upon, and signed by examiners/assessors.
- Issues are discussed and decisions recorded.

## 9. Corrective Action

- Non-compliance or issues affecting assessment validity must be reported immediately.
- The Course Director and Assistant Director for Training address and rectify issues.
- Annual reviews of feedback and assessment methods are conducted.

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## 10. Responsibility

- Implementation: Assistant Director for Training
- Review and Compliance: Assistant Director for Standards
- Course Implementation: Training Officers
- Policy Communication: Course Directors.

## 11. Summary

This policy affirms a commitment to transparent assessment, clear communication, and guidance on appeals.

## 12. Revision History

<b>Version</b>	<b>Revision date</b>	<b>Revision by</b>	<b>Purpose</b>
0.1	01/11/2014	Ray Carney	Policy development
0.2	11/11/2014	Standards Committee	Policy review
1.0	08/03/2015	Ray Carney	Publication version
2.0	09/04/2025	Robbie Cawley	Policy Review