



Policy Name:	Assessment Policy		
Department	Academic	Approval Authority	Rector
Date of Implementation	08/10/2026	Date of last Revision	08/10/2026, V1

1. Introduction

Assessment plays a central role in any academic activity, as it is one of the major components of any teaching and learning activity. At Mianz College, the assessment of its modules strictly follows the assessment procedures and protocols specified in the respective course documents approved by Maldives Qualification Authority (MQA).

While assessment activities and weightage given to various Assessment components, will vary from module to module, generally all assessment processes will include:

- Specific tasks and activities designed to support learning, instill core values of Mianz College, and the assessment tasks will reflect College Mission.
- Provision of written and or oral feedback following any assessed activity, moderation of outcome and dissemination of marks and grades through the Smart School (SS)

2. Scope

This policy:

- Describes the standards and norms followed at Mianz College in assessing modules that are graded. For modules that are not graded, this policy may not be applicable in whole, and depending on the nature of the module, different policies may apply. In such cases, students will find appropriate information in the respective course outlines and related documents.
- Describes how to maintain confidentiality of documents and protocols to be followed when confidentiality is breached.
- This policy applies to all students and academic staff of Mianz College.

3. Definitions

In this policy document the following terms are used as follows:

Assessment: Assessment is the process of evaluating students' performance to ascertain the extent to which they have met the prescribed learning outcomes of the task (and thus contribute to the achievement of the learning outcomes of the unit and the course). Assessment enables students to monitor their progress and determines the academic results in a unit of study.

Assessment schedule: The series of assessment tasks comprising the total assessment for a unit.



Assessment tasks: The single components of an assessment schedule.

Criterion-referenced assessment: Assessment based on pre-determined and clearly articulated criteria which are directly drawn from the unit learning outcomes.

Due date: The date and time by which an assessment task must be submitted.

Hurdle task: A task or activity that is marked on a pass/fail basis and is required to pass the unit but does not contribute to the final grade.

Learning outcomes: Learning outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Moderation (of assessment): A quality review and assurance process which supports assessment design and marking activities. It involves confirmation that the assessment tasks and marking are valid, equitable and reliable.

Rubric: A rubric is a scoring tool that explicitly represents the performance expectation for an assignment or piece of work.

Standards: A framework which explains what can be expected at different levels of achievement of a learning outcome.

Confidential Information: confidential information about an assessment is information which, if disclosed, could compromise the ability of the assessment to provide an accurate measure of Learner's attainment.

Coordinator: Any Person appointed by the Mianz College to take administrative charge of academic related work. This may be a faculty facilitator, lecturer, a Branch manager, or an externally hired personnel.

Module Exam Rescheduling: Students may fail to appear for the final exam of the modules offered during the semester, due to reasons like medical and unexpected circumstances.

Redo: Repeat the entire module by re-enrolling in the module with a subsequent batch.

Resit: Students who obtain an overall mark between 45% and 49% shall be eligible to retake the final examination to achieve the minimum passing grade.

Remarking: Remarking is an opportunity provided to students to request a review of their assessment marks after the official results have been published.

E-learning mode of teaching: An approved mode of teaching in which learning and instruction are delivered online through digital platforms.



Face to face mode of teaching: An approved mode of teaching in which learning and instruction are delivered through in-person classroom sessions at the College or its approved campuses.

Controlled assessments: An assessment conducted under specified conditions where students complete the assessment within a designated time limit under the supervision of an authorized invigilator or lecturer. The assessment is formally evaluated as part of the module requirements.

Uncontrolled assessments: An assessment students take independently without direct supervision and is formally evaluated as part of the module requirements.

LMS: A digital platform used by the College to manage, store, and deliver teaching and learning materials, facilitate assessments, and support communication and engagement between students and lecturers.

4. Policy Provisions:

a. Developing Assessment tasks

- I. The assessment tasks must meet module specific standards and provide evidence of students having achieved standards identified in the level descriptors found in the course document.
- II. Assessment tasks must relate to the Syllabus document and the Smart School(SS) Assessment modules. If there is any discrepancy in types or weightage, the case must be immediately notified to the respective Dean.
- III. Where modules are taught using the LMS or online facilities, the assessment modules must be designed to meet the approved syllabus document and the SS assessment module.
- IV. All assessment tasks must be fair, inclusive and equitable to all students.
- V. Assessment tasks should be designed to ensure a clear progression through a course towards achieving graduate learning outcomes.

b. Measurement of Student Achievement

- I. Students should be provided with opportunities to demonstrate achievement against all learning outcomes, where practicable through a range of assessment methods that may or may not include examination
- II. The written examinations set must adhere to the principles, format and structure given in the Paper Setting and Evaluation Policies.
- III. Assessment standards must be monitored through internal and external benchmarking
- IV. Assessment tasks, including marking criteria, must be clearly communicated to students in the Unit Outline at the commencement of the study period in which the unit is being undertaken.



- V. All assessment tasks must include rubrics that are made based on criterion referencing.

c. Fair, Transparent and Equitable Assessment

- I. The assessment tasks must maintain the same standard across all campuses.
- II. Changes to the assessment tasks after a Unit Outline has been published are only permitted with the written permission of the Deans. Students shall be notified via written amendments communicated through email, notices, etc.
- III. Moderation of assessment should be undertaken by the Academic Review Committee (ARC).

d. Maintaining confidentiality of Assessments

- I. In order to reduce the risk of disclosure of confidential information, Mianz College will:
 - A. Access to the materials will be shared only with the relevant authorities.
 - B. Put in place appropriate contractual obligations with employees, contractors and third parties, to protect the confidentiality of the information for the time the information remains confidential. These will require individuals who have had access to confidential information to:
 - 1. Maintain confidentiality both during and after their term of employment or engagement
 - 2. understand what may constitute a conflict of interest and declare any such interests
- II. Offer training for people with access to confidential assessment material on how to maintain confidentiality.
- III. Ensure that the assessment documents(both internal and external) are maintained within the institution for a minimum of 5 year duration.
 - A. Hard copies should be stored in a secured place where it should be labelled with a restricted authorization.
 - B. Soft copies should be stored in a secured server, password protected and a back-up to be maintained.
- IV. Lecturers may share authenticated duplicates or copies of students graded assignments with prior permission from the Deans. Final marked answer scripts shall not be shared in any case other than with the authorised personnel.

e. Dealing with Suspected Breaches of Confidential Information about Assessment

All allegations of breaches of confidentiality will be investigated by Academic Review Committee (ARC), and as part of the investigation

The ARC will:

- I. make a record of the allegation of the breach
- II. fully document the investigation process



- III. identify and manage the likely impact of the breach, for example by replacing the assessment materials where a breach of confidentiality could impact on the validity of the assessment
- IV. take action against those who have breached the confidentiality
- V. take any necessary steps to prevent reoccurrence

f. Attendance and participation Requirements

- I. The Lecturers must keep attendance records for all classes.
- II. A student can register in the final exam only if 80% attendance is obtained.

g. Requirements to achieve a Pass:

- I. The student is expected to obtain a specified attendance percentage in order to be eligible for the final exam (*Please refer to the section,f*).
- II. In order to pass a module the student is expected to earn an aggregate of 50 percent from all the controlled assessments.
- III. In case a student fails to achieve an aggregate of 50 percent from all the controlled assessments, the aggregate mark shall decide whether the student is eligible for a Resit or that student has to Redo the module (*Please refer to the sections Redo and Resit*).
- IV. Please refer to the *Policy on Credit Points, Grading and Grade Point Average (GPA)*, for more information on grades.
- V. Please refer to the Policy on recognition of Prior Learning and Credit Transfer, for more information if a student feels he/she is eligible to skip a specific module.

h. Assessment Re-Checking

- I. If a student wishes to recheck exam papers, he/she shall apply through the SS portal for the re-check within a week of publication of result on SS.
- II. A student is liable to pay a re-checking fee for this service. (*Refer to Fee Structure*)
- III. After the submission of the request, no more than 7 working days should be taken to complete any moderation, if any and publish the result within 7 days.

i. Resit of Final Examination

- I. Students must achieve a minimum of 50% in the controlled assessment(s) to be eligible for grading.
- II. Resit Examinations will be given;
 - A. If a student score minimum 45% from the aggregated assessment
 - B. If a Student fails in the controlled assessment with a minimum of 45% marks
- III. The resit examination must be completed within two weeks from the result publishing date.
- IV. Students must comply with all resit assessment regulations and procedures established by the College
- V. Students will be permitted to apply for a resit examination only once. If a student fails the resit examination, they will be required to retake the module.

j. Redo of the Module

- I. Students whose overall module mark is 44% or below after the grading process must redo the entire module.
- II. In terms of practical modules; Teaching Practicum, Research Project and Internship, if a student fails to complete within the allocated period, the student must pay and redo the module.
- III. Students must request for the Redo from Smart School.
- IV. Faculty to verify the availability of the module in the upcoming semester and inform the student to proceed with the payment.
- V. Students must pay the prescribed module fee and any other applicable charges before re-enrollment.

k. Quality Assurance and Moderation of Assessment:

- I. Lecturers must send the assignment guidelines by the 2nd week, to the Dean for approval.
- II. Assignments should be assigned to the students by the 3rd week of starting the module.
- III. Written assignments and exam marks(internal assessments) must be reviewed by the Dean and/or other designated persons identified by the Dean before the marks are communicated to the students.

l. Publishing Assessment Marks:

- I. The lecturers should provide the internal assessment marks through LMS, two weeks before the final examination.
- II. The lecturers should not disclose the final exam marks. Students' grades should be available to them only through the SS.
- III. The Faculty Facilitator/coordinator should inform the Dean within 24 hours of uploading the assessment marks in SS.
- IV. The ARC must complete the moderation with-in 10 days of receiving the marked exam papers.
- V. The Dean should publish the assessment marks within 3 days of having the marks of the students moderated and approved by ARC.
- VI. Marking slip will be processed only after receiving the marked answer scripts along with all the assessment marks and any other student's assessment documents from the lecturer.

m. Personal circumstances affecting assessment

- i. Special provisions may be made in cases of disability, long and short term illness, chronic and temporary illness or other major disruptions to study, which affect a student's ability to submit an assessment task, attend classes or an examination.
- ii. Special provisions may include extension of submission date, supplementary assessment, special examination arrangements, deferred examinations or other special adjustments.



- iii. Applications for special provisions for all medical and non-medical issues shall be made through *Student Appeal Form (Annex 1)* with required supporting evidence.

n. Appeals

- i. Any appeal against an assessment decision will be dealt within and in accordance with the Student Appeal Policy.

o. Submitting Assignments:

- a. Students are strictly advised to follow the assignment submission guidelines.
- b. Following formal submission;
 - I. All students should submit their completed assignments/projects and other works (hereafter referred to as assignments) through LMS before the deadline.
 - II. Penalties will be applied for late submission of assessment tasks. The penalties are as follows
 - A. Delayed submissions will be accepted till the 7th day from the due date with a deduction of 2.5% per day.
 - B. The assignment will not be accepted after 7 calendar days unless the student submits an appeal form for extension of the submission date with supporting documents where necessary before the submission deadline.
 - C. After evaluation of the appeal, the college may decide to accept or reject the submitted assignment.
 - III. Seven days after the assignment submission due date, the lecturers should disable the upload function in the LMS.
 - IV. Research project submission, follow the research guidelines

p. Module Exam Rescheduling:

To be eligible for the rescheduling exam:

- I. Students who fail to attend the exam:
 - a. must inform the exam department before the scheduled exam time.
 - b. must appeal (Annex 1) with supporting documents within 3 days from the exam date, to the exam department (via email) exams@micollege.edu.mv.
- II. The ARC may decide to accept or reject the appeal after the evaluation of the appeal along with the supporting documents.
- III. Students will be informed about the decisions taken by the college on the appeal submitted (Via email) by ARC.
- IV. If ARC approves, the student must request for Exam rescheduling through SS within the timeframe mentioned by ARC.
- V. Reschedule protocol will be followed once payment is cleared.
- VI. *Mianz College may consider a Reschedule Payment waiver depending on the special cases as mentioned below:*
 - *Serious illness or accident or diagnosed with mental health issues .*



- *Death of an immediate family member.*
- *Pregnancy-related medical reasons.*
- *Hajj pilgrimage.*
- *Natural disaster or state of emergency*
- *Students who are engaged in National service*

5. Relevant Other Policies / Documents:

Examination and Invigilation Policy, Policy on Credit Points, Grading and Grade Point Average (GPA), Student Appeal Policy, Fee structure.

6. Annex:

Annex 1: Student Appeal Form

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