

Starliks Campus – Examination Policy for Formative and Summative Assessment

Version: 1.0 | Effective Date: 01.04.2024



1. Purpose

This policy outlines the framework used by **Starliks Campus** to conduct, manage, and monitor **formative** and **summative assessments** in a fair, transparent, and compliant manner. The goal is to ensure academic integrity and quality in all assessment practices, particularly within our online learning environment.

2. Definitions

- **Formative Assessment:** Ongoing assessments designed to monitor student progress, provide feedback, and identify areas for improvement. These include quizzes, short assignments, presentations, and discussion forums.
 - **Summative Assessment:** Final evaluations that contribute to the student's formal academic achievement. These include final assignments, projects, and exams assessed according to awarding body standards.
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3. Policy Scope

This policy applies to:

- All learners enrolled in programs at Starliks Campus
 - All instructors and examiners responsible for designing and assessing coursework
 - All assessments conducted online or offline
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4. Assessment Design

- All assessments are designed in alignment with the **learning outcomes** and **assessment criteria** outlined by the relevant awarding body.
- Assessments are regularly reviewed and updated to ensure they remain relevant, fair, and challenging.
- A variety of assessment methods are used to cater to diverse learner needs (case studies, written tasks, group work, etc.).

5. Formative Assessment Procedures

- Formative assessments are scheduled periodically throughout the module.
 - Instructors provide **constructive and timely feedback** to support student development.
 - Participation in formative assessments is encouraged and tracked but does not count towards the final grade.
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6. Summative Assessment Procedures

- Summative assessments are conducted at the end of each module or course unit.
 - Students are given clear instructions, marking schemes, and submission deadlines in advance.
 - Online submission is facilitated via the campus Learning Management System (LMS).
 - **Deadlines are strictly enforced**, and any extension requests must be formally approved in line with the Extensions and Deferrals Policy.
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7. Examination Conduct (for Summative Exams)

- Summative exams are monitored using secure online platforms with **camera-based invigilation** where required.
 - Students must verify their identity before beginning the examination.
 - Any form of malpractice, including plagiarism or use of unauthorized materials, is strictly prohibited.
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8. Internal Verification and Marking

- All assessments are marked by qualified faculty members using standardized marking rubrics.
 - A sample of each batch is subject to **internal verification** to ensure consistency and fairness.
 - Final marks are approved by the Academic Head before submission to the awarding body.
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9. Feedback and Results

- Feedback for summative assessments is provided within 14 working days.
 - Grades are securely published through the LMS or via email with appropriate confidentiality measures.
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10. Retakes and Resubmissions

- Students who fail or do not meet the assessment criteria are allowed **one resubmission opportunity**, in line with the relevant awarding body's policies.
 - Support is provided to help students understand where they fell short and how to improve.
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11. Record Keeping

- All assessment records, including grades, feedback, and verification reports, are securely maintained for a minimum of **3 years**.
 - These records are accessible for audit purposes by the awarding bodies.
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12. Review and Monitoring

- This policy is reviewed annually by the Academic Board.
 - Feedback from students, staff, and awarding bodies is considered in policy updates.
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Approved by:

Managing Director

Starliks Campus

Managingdirector@starliks.com



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