IIMT STUDIES LTD
CENTRE POLICY

Assessment Policy

Policy Compliance:
This policy complies with
Ofqual, Handbook- General Conditions of Recognition

C1 Arrangements with third parties
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Awarding Quality Qualifications through Global Recognition

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Acronym used to represent IIMT Studies Ltd (IIMT Studies):
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(A) Policy Code: IIMTS_AO_OGCR_AP_01_2020

(B) About the Policy and Scope:

IIMT Studies ensures compliance with all quality standards of qualifications mentioned in the regulatory requirements. We understand the significance of following regulatory requirements, and we are committed to guiding and supporting centres in following these requirements. We also ensure that regulatory requirements are met at all times by us and the centres recognised by IIMT Studies. With this, we ensure our qualifications and certificates remain fit for purpose.

We review our policies annually as to the updated regulatory requirements to ensure they remain fit for purpose.

Scope

This policy is applicable to all IIMT Studies qualifications and their accredited or endorsed programmes that lead to partial or full qualifications. The policy applies to the assessment of learners' work for all IIMT Studies qualifications stated above.

(B) Policy Statement:

This policy lists out all assessment methods, including those facilitated by postal means, information and communication technologies (ICTs) such as telephone and internet-based communication, e-assessments, and web-based materials.

Centres must ensure, at all times, that the chosen assessment method fully adheres to any specified requirements for delivering and assessing the qualifications and units offered as stated in the qualification assessment criteria.

(C) Objectives of Policy:

- To ensure the attainment of appropriate outcomes by learners who meet the assessment criteria defined in the policy.
- To ensure the identification of malpractice and maladministration where these are involved in the assessment exercise, and upon such identification, identify the steps to be taken as regards the Centre and the learner.
- To ensure the accountability of centres during the assessment and internal quality assurance exercise.
- To ensure the specification of staff required to be involved in the assessment, internal quality assurance and external quality assurance.
- Statement of quality assurance for the overall assessment process by centres.
- To ensure a rigorous process is followed for all the assessments applied by centres to conduct the overall assessment exercise.
- To ensure the listing of the parameters to be followed by centres for internal quality checks of assessments.
- To ensure rigorous external checks are completed before the Learners are certified.
- Ensure all assessments are recorded and kept safe in a secure position in order to maintain their confidentiality.
- Specification of all methods of assessment.

(D) Policy Framework:

Assessment design

IIMT Studies qualifications deliver and assess Level 3 to Level 7 qualifications, skills and knowledge as explained in the conditions of recognition (level descriptors). IIMT Studies provides guidance to explain how the assessment of the above skills and knowledge can be made flexible as to the learners' needs and yet fit for purpose. In order to ensure that we consider a range of assessment strategies when developing or reviewing qualifications.

While considering the above, we believe assignment-based assessment is the most appropriate method of assessment that allows learners to demonstrate skills and knowledge using their own work to demonstrate real-life situations.

To meet the challenging situation of comparability of standards for the assignment methods, IIMT Studies will embed the guidance and training for caterers at various stages, including the External Quality Assurers (EQAs).

IIMT Studies also ensures it will offer support and guidance to centres to ensure the assessment is robust, fit for purpose and passes through the internal and external quality checks.

IIMT Studies will provide the technical support and guidance to centres related to:

- The make-up of the assignment
- The evidence needed to be generated by the learner
- The process of Internal Quality Assurance (IQA)

- Inviting the EQA visit

Centre support

- IIMT Studies will develop at least one assessment brief for each unit to help centres follow a standard practice for all assessments for qualifications they have that are recognised.
- While IIMT Studies-designed assessments are available to use for centres at any time they want in full, centres are encouraged to devise their own assessments, subject to them being quality assured by IIMT Studies. The assistance is provided by IIMT Studies in this matter.
- Centres may use IIMT Studies-designed assessments in full or in part/in combination with centre-devised assessments. All centre-devised assessments must be approved by IIMT Studies before they are used.
- IIMT Studies, as a part of its action plan, may remove the centre-devised option for centres found not complying with the regulatory requirements and/or qualification criteria or policies compliance as set out in all policies published by IIMT Studies. It may be a part of sanctions that may be imposed due to any intentional/unintentional malpractice. To ensure centres comply with all policies, assistance and training are provided to all centres.
- All centres will receive training for marking and the IQA. Centres will also receive assistance on how to invite an EQA.
- Centres will receive the stance on learners' induction, the checklist to be followed during the induction, the IQA checklist and the necessary documents will be provided to all centres in order to ensure the assessments remain valid, reliable and fit for purpose.
- Centres may also request any additional training for their staff members in order to ensure they comply with all policies and qualification assessment criteria.

The Centre devised assessment briefs

While IIMT Studies encourages centres to design and develop their own assessments, all assessments developed by the Centre must be quality-assured and approved by IIMT Studies before they are used. Unapproved assessments remain invalid. Centres will receive complete guidance and training on designing and developing the centre-devised assessments.

Below are the quality assurance criteria centres must look at while designing and developing assessments that IIMT Studies will follow as to the conditions of recognition.

- Assessments remain for the purpose.
- The method of assessment meets the qualifications specified in the assessment criteria.
- Assessments are related to the difficulty level of the qualification as specified by the regulatory requirements.
- The Centre has mapped assessment criteria for the assessment and clarified that them being fulfilling the qualification specification as set out in the qualification.
- Assessments clarify the required knowledge/, skills, and/or understanding to be demonstrated for that unit.
- Assessment guidance is provided to ensure learners understand what is expected of them to demonstrate the achievement of the learning outcomes of that qualification.
- Allows reasonable adjustments to be made for learners.
- Free from bias so that there are no equality and diversity issues, and the language of the

assessment is accessible to learners.

- Have a variety of tasks for learners to complete.
- There is an appropriate context, and this is vocationally relevant, so the tasks are linked to current or future work roles.
- The assignment is appropriate for the intended delivery mode.
- It enables learners to demonstrate achievement of the Learning Outcomes at the given standards and to achieve higher grades as required.
- It is manageable for learners and assessors.

Additional details on Centre devised assessments

For each quality-assured centre devised assessment, IIMT Studies will follow rigorous checks and mechanisms. The assessment will be maintained on file.

External Quality Assurers (EQA) will receive a notification when a centre-devised assignment is approved for a unit(s) where the EQA is being performed.

In instances where centre-devised assessments do not meet the required standards after more than two resubmissions, IIMT Studies reserves the right to mandate the use of IIMT Studies devised assignments. Centre-devised assignments are valid for up to two years or two external quality assurance assessments of learner work, whichever is longer. IIMT Studies retains the right to modify this rule based on changes in regulatory requirements if the number of learners exceeds 100 or if pass/fail rates deviate from normal parameters.

Time-constrained tasks devised by centres are applicable for one year. These tasks can be stored in an assessment bank and reused after a minimum gap of 5 years, provided that the Centre ensures they are fit for purpose and approved by IIMT Studies before use. Centre-devised assignments involving numerical calculations leading to answers are valid for one year. Similar to other tasks, they can be held in an assessment bank and reused after a minimum gap of 5 years, contingent upon the Centre ensuring their ongoing relevance.

Centre assessment activity

IIMT Studies ensures to provide assistance, guidance and training for the Centre along with training for marking, IQA and inviting an EQA visit. With that, IIMT Studies will also be providing the relevant guidance to Centres to undertake the role of invigilator, assessor and IQA during the assessment exercise. There will be a clear documentation requirement, support will be provided to the Centre to ensure the centres follow a standard and good practice as to the quality standards specified by IIMT Studies, as to the regulatory requirements, for example, mark sheet, IQA report sheet, IQA forms, etc.

IIMT Studies outlines certain requirements for centres to meet in order to take all types of assessments for the qualifications to be delivered.

General guidance for carrying out the assessment exercise

- The assessment criteria defined for qualifications must be met.
- Centres must ensure they store the assessment materials securely.
- Centres must ensure a safe and secure assessment environment.

- Centres must ensure that while conducting assessments, all equal opportunity parameters are met.

- Centres must ensure the right practice is followed as clarified in the Assessment policy.
- Centres must ensure all permitted resources are made available to learners/invigilators in advance before assessments begin.
- Centres must also ensure that they follow the Conflict-of-Interest policy while they are carrying out the assessment exercise.
- Centres must ensure that they finish all administrative tasks within the specified timescale.
- Centres must undertake IQA prior to submitting any marks to IIMT Studies and request an EQA visit within the timescale.
- Centres must ensure all required records are made available during EQA visits.
- Centres must ensure the Health and Safety Policy is followed at all times during the assessment exercise.
- Centres must ensure compliance with IIMT Studies policies and processes while conducting assessments.
- Centres must inform learners about using tables, graphs, diagrams, Gantt charts and flow charts whenever appropriate and attach such evidence to their work. The said material is a part of the assessment and must be given equal priority.
- Appropriate referencing to additional/external material submitted by learners must be given, for example, literature, tables, definitions, Charts, etc, to reduce the risk of plagiarism.
- Centres must record and keep the learners' work, including electronic work, safe and private between assessment sessions. The Centre must follow the policy of the document management system and develop its own in order to comply with this condition.
- Centres must ensure that they have an assessment policy to comply with all requirements of IIMT Studies at all times.
- The Centre must ensure that all key staff members' profiles are submitted and approved prior to their participation in the assessment exercise.
- The Centre must ensure that the submitted work by learners is their own and must be authenticated and internally verified. A task completion declaration with details of the exercises performed in the Assessment and IQA must be signed at the end of the assessment exercise.
- Centres, at all times, are responsible for ensuring the time-bound record maintenance of examinations, learners' evidence gathering, internal quality assurance, the supply of evidence to IIMT Studies, and demand external quality assurance visits for the smooth functioning of reliable awards of qualifications. In all cases, centres must ensure the assessment is reliable, valid and authentic.
- Every Centre administering external assessments is responsible for appointing adequate resources in terms of staff, technology, infrastructure and other resources required to perform assessment exercises.

Learner's identification criteria

The learner must carry any valid identification evidence while appearing for the assessment exercise. Centres must have a robust system in place to ensure the learners are identified, and no malpractice is spotted.

The Centre must ensure to

- Authenticate the work submitted by learners.
- Learners under reasonable adjustments and/or special consideration are clearly identified. This doesn't mean to discriminate against the assessment results from other learners who are not under such arrangements. However, such identifications help keep assessment results reliable and fit for purpose.
- Assessors and learners must sign a declaration after each assessment exercise, individually for each submitted assessment.
- All evidence is to be produced to EQA during the visit.
- Attach appropriate documents to identify learners, such as a valid passport copy, a valid driver's license or a valid national identity card.

It is important to submit such documents in English. In the case of other languages, a declaration remains a requirement.

The form of identification must be original and not a colour copy or a photocopy. The evidence will be cross-verified with learners' registration details.

Online and/or Distance Learning Assessments

IIMT Studies sets out the following requirements for centres approved for online and/or distance learning assessments that must be followed at all times by all centres.

- All such assessments are recorded. It can be on the cloud or a local server.
- Learners must be allowed to produce evidence for their assignments.
- All evidence must be authenticated and must be valid and fit for purpose.
- Ensure that access is given for fair assessments for all learners.
- Assessments must remain reliable, and the methods used must be approved by IIMT Studies.
- Methods used for such assessment must comply with the conditions of this policy.

Guidance for Online/Distance Assessments

- Learners must be identifiable and authenticated.
- There should be nobody accompanying a learner in the assessment.
- Equal opportunities must be provided to learners, and no discrimination should be allowed.

Lerner's Interview

The interview is the process of verifying learners' work or a part of the assessment. In some assessments, it is compulsory for learners to appear in an interview to be awarded the result, such as a viva exam. This section of the policy describes the assessments where an interview is required and must be taken. During external verification, a learner may also be asked to appear in an interview.

What is an Interview?

Interviews are a part of the assessment. It may/may not lead to marks/credit of the unit.

However, interviews must not be misunderstood as the "only component of assessment to award marks for a unit/group of units" for any assessment exercise.

Example-

After the submission of an assignment, the interview may remain a final verification component of that unit assessment. Such interviews are conducted by an assessor/team of assessors.

Internal and/or External verifiers may ask a learner/group of learners to appear for an interview in case they have doubts regarding the submitted learner's work or any part of the assessment practice. Such interviews are conducted by Internal/External verifiers.

When will the interview be taken

IIMT Studies gives flexibility to centres to decide when to take an interview of a learner, except for the assessment, where an interview remains a compulsory component, for example, a viva exam. In all cases, if the interview doesn't give any summative feedback to a learner. This means interviews remain a part of verification to ensure the work submitted by the learner is their own work. Verification interviews may be conducted by an assessor or an IQA and/or EQA, depending on the stage of the assessment exercise. Centres must inform all learners in advance about the process of the interview as defined in this policy and in the Centre arrangement booklet.

Guidance for learners attending interviews in a Classroom (C) or a remote location (R)

- the learner must show the room before the interview starts (R)
- the room should be quiet, and the lights should be bright (C and R)
- the learner can keep a water bottle handy (C and R)
- the learner must not be smoking. Smoking may blur the vision (R)
- the learner must keep the device camera clean (R)
- the learner must visit the bathroom prior to attending the interview (C and R)
- the learner must not wear earphones/EarPods/headphones/wireless earphones, textbooks, reference material, notes, or presentations. The learner must not be wired unless there is a need for such a reasonable adjustment, for example, a learner needs a hearing aid (C and R)
- the learner must not keep a mobile phone around (C and R)
- the device speaker and microphone must be tested (R)
- there should be enough internet bandwidth while attending the interview(R)
- learner must not keep looking at the surroundings (R)
- the distance between a learner and interviewer must be between 4 and 10 feet (C)
- the Centre must ensure that it has accessible arrangements for learners who need them (C)
- interview must be conducted in the language of the qualification (C and R)
- any reasonable adjustment should be claimed/declared prior to attending the interview (C and R)
- the learner must not leave the room until the assessment is over (C and R)
- any power spike or loss of internet connectivity will not be accepted. A learner will have to take the assessment again in case of such instances (R)
- an interview must be completed in one attempt. In the case of the second attempt, the assessment duration and questions must remain changed. (C and R)

- the learner must not be allowed to surf the internet, textbooks, videos or any reference material during exams (C and R)

- remote interviews can be performed in a classroom or through distance mode if the appropriate, competent, valid and reliable software is available with the Centre. Centre must get the software approved by IIIMT Studies in advance in order to use it, which includes licensed software such as MS Teams, Google Meets, etc. (R)
- interviews must be recorded and made available for External verification when demanded. (R)

Reasonable arrangements and special consideration in interviews are subject to approval from IIMT Studies.

Guidance on Assessments in Classrooms

Classroom assessment is a traditional way of assessment. The centres interested in implementing classroom assessments are required to have:

a. Adequate infrastructure
b. Technology resources
c. Invigilators
d. Supporting staff
e. Staff for internal quality control (other than the teaching staff)
f. Reliable postal services

While centres are responsible for training the invigilators, they must ensure they have a conflict of interest policy in place and must have the required trained invigilators to monitor the examinations and follow best practices. The invigilator's role is the responsibility of the Centre; however, they must ensure they have an independent invigilator to monitor the assessments, which also includes:

a. Unbiased personality
b. Honest and reliable
c. Well trained
d. Having enough experience in assessment supervision
e. Competent to conduct the assessments
f. In sufficient numbers (one for every 30 learners)

Invigilators' Responsibility

Invigilators play a key role in ensuring assessment integrity while performing the external assessment process. A proper code of conduct must be followed by them.

The centres must ensure they perform the following duties:

- Make the invigilators familiar with the assessment regulations of the national standards.
- Invigilators remain available in the exam room, before learners arrive and after they leave.
- Invigilators must know when to start the assessments.
- Invigilators must keep a register to note down any irregularities in the assessment.
- Invigilators must record every instance of dishonesty by a learner in the register during

the assessment.

- Invigilators must ensure that the mobile phones of learners are switched off and kept out of reach of learners.
- Invigilators must keep the clock in place in the classroom visible to learners.
- Invigilators must ensure a time-bound approach while starting and finishing the assessment.
- Invigilators must not allow books, materials or any other electronic items which may influence learners to follow a dishonest approach to achieve the assessments.
- Invigilators must keep signboards outside the class written with "Exams in process" and "Keep silent."
- Invigilators must ensure they keep a minimum of one metre distance between two learners in order to prevent them from viewing each other's answer sheets.
- Invigilators must keep all required stationery handy, including extra pens, papers, and calculators (as demanded by the assessment unit) at the time of assessment.
- Invigilators must keep all arrangements in place to keep the assessments reliable, responsible and fit for purpose.
- Invigilators must be allowed to perform learners' duties with honesty to follow the assessment regulations, so no learner is unfairly advantaged during the assessment.
- Invigilators must not leave the classroom unsupervised during the assessment and must make competent alternative arrangements to give them sufficient bio-breaks.
- Invigilators must not leave the examination papers uncovered before the assessment time starts if the assessment mode is not digital.
- Invigilators must not open the papers' packet before the assessment begins.
- Invigilators draw the attention of learners to the front page of the paper after the distribution.
- Invigilators must follow all Health and Safety rules while conducting the assessment.

During ongoing assessments:

- Instruct learners to include the required information on the answer sheets.
- Move around the class at frequent intervals to supervise every learner.
- Announce to the learners to stop working when time is up, and collect the papers after the end of the assessment.
- Allow the appropriate support and assistance to eligible learners under the Reasonable Adjustment and special consideration policy.

In the case of classroom-based electronic assessments:

Electronic assessment in the classroom is a real-time assessment. During electronic assessments in the classroom, the Centre is required to have the following infrastructure facilities:

- A computer lab equipped with the required number of laptops/desktops.
- Each learner must be allotted one laptop/desktop.
- One laptop/desktop must not have more than one learner taking the assessment.
- The Lab must be equipped with alternative resources to support the Lab during power spikes (For example, UPS or a power generator).
- The Lab must have required licensed software to support the assessment criteria

and qualification criteria.

- The invigilator must be provided in the Lab during E-assessment through the classroom. Please view the criteria of the invigilator above.
- There should be sufficient distance maintained between two learners so that one learner cannot peek into the other's device.
- The Lab must have enough internet bandwidth if the assessment has to be recorded on the cloud.
- The Lab must have a networking facility and a server to record the assessment if they are to be recorded on a server.
- The server must be password-protected and must not be accessible to anyone other than an authorised staff member.
- The laptop must be covered with the required firewalls.
- Learners attending the assessment must not carry any devices, such as a mobile phone.
- If the assessment is to be carried out on the learner's laptop, additional criteria of distance learning and/or open book examination may apply.
- Learners are not allowed to surf the internet, textbooks, videos or any reference material during exams.

Virtual assessments:

Assessments through virtual mode are performed at a distance. In such assessments, learners can take the assessment from anywhere. It is not mandatory to appear in the classroom while taking the assessment. Virtual assessments can only be conducted if a centre has:

- A licensed software to conduct the assessment.
- Facility of audio and video recording.
- A competent device to conduct the assessment.

The software to be used during the assessment must be approved by IIMT Studies prior to taking the assessment. Since this is a real-time assessment mode, while conducting the assessment, the Centre must ensure that learners receive the date and time well in advance.

Additionally, Centres-

- Must ensure the learner is the same person who has registered for the qualification.
- Allows each learner to generate evidence which is valid and can be authenticated. Ensures access to fair assessment for all learners.
- Each specified level of attainment detailed in the specification is to be reached by a learner who has attained the required level of knowledge, skills and understanding.
- Allows assessors to be able to differentiate accurately and consistently between a range of attainments by learners.
- Ensure that the assessment is conducted accurately, effectively and efficiently.

Malpractice and Maladministration

A learner, assessors and IQA, including all stakeholders involved in the assessment exercise, are required to perform with complete integrity during the assessment. Failing to do so will result in malpractice and maladministration, which may attract sanctions for the Centre.

Examples-

A learner not making an ethical attempt, suspected of malpractice, attempting plagiarism or any unethical practice in the examination, may lose registration for that qualification.

Similarly, an assessor not with full integrity, knowingly or unknowingly, ignoring plagiarism in the assessment is a malpractice.

An IQA not following the checklist of the IQA exercise is malpractice.

During the investigation, if the Centre is found to be helping a learner during an examination, it is considered malpractice and may attract sanctions.

Assessment Malpractice:

Malpractice or maladministration in assessment leads to the rejection of the end result issued by the Centre**.** It will result in the refusal of assessment and may create a serious impact on the whole assessment exercise. The centres must ensure that they do not have any such instances during the complete assessment exercise, including internal quality assurance. Malpractice in assessment also attracts sanctions. Please read the malpractice and maladministration policy for further details.

Certification

Learners shall be certified within 30 working days after receiving the final report from the External Quality Assurer.

Additional guidance provided for learners

- Learners are required to demonstrate the evidence as per the guidance mentioned in the exam paper.
- Learners must submit their evidence of work within the specified time frame. The work submitted after the specified time frame will not be considered.
- Learners must keep an eye on the start date and the end date of the assessment to submit their evidence within the specified timeframe.
- Before submitting the evidence, learners must review the evidence they intend to submit as part of their demonstrated work.
- Once the work is submitted, the learner must check if they have submitted the correct evidence.
- The evidence must carry the required information about the learner. Unidentified evidence will not be accepted, and the learner may lose the chance to appear for the same assessment intake.
- The centres are responsible for conducting the interview of the learner before submitting the assessment report to IIMT Studies.
- Once the assessment report is submitted, the external quality assurance assesses the process following the EQA policy.
- The final interview questions will be provided by IIMT Studies to centres. The report of the final interviews should be prepared separately and submitted to EQA along with the IQA report.

Additionally, guidance for virtual assessment

Centres wishing to execute virtual assessments should ensure that:

- Learners should have a professional background with enough light if the assessments are carried out remotely.
- The camera and microphones are working properly
- They are performing E-assessment in an isolated room where, other than a learner, no one is available.
- The camera is kept in a way that the assessor can view the doors
- The assessor can view the learner from head to toe to ensure no other digital equipment is available with the learner to support the assessment
- If the electricity goes off, the internet turns off from the learner's side or assessor's side; the alternate arrangements are kept in place to continue the assessment
- During the assessment, the video or audio doesn't pause.
- The learners must be on the radar of the camera at all times.
- Learners are well aware of the assessment policy
- No family member, friends, relatives, any other individual or group, or technology (other than required to conduct the assessment) supports the learner during the assessment.
- The Centre should have its internal policy to perform this assessment mode
- Electronics required for assessment, as a demand of the qualification unit, can be allowed.
- If the assessment is rejected, clear feedback is given to the learner.
- The review of the assessment, after the end of the assessment, is allowed to be viewed by the learner to ensure all the digital recording requirements are met.

All assessments must go through the Internal Quality Assurance (IQA) before they appear for the External Quality Assurance (EQA). Please refer to the IQA and EQA policies for further details.

More information on the Online assessment:

This guidance explains how IIMT Studies Ltd meets its responsibilities as an Ofqual-regulated awarding organisation when awarding qualifications through online assessments. Our motto is to make sure online assessments are fair, reliable, and fit for purpose, and that they follow Ofqual's Conditions of Recognition. The policy and this sector are reviewed every year and updated whenever Ofqual changes its conditions or new technologies are introduced.

The organisation's senior management is responsible for making sure all online assessment activities follow these conditions. We take conflicts of interest seriously. For example, no staff member involved in designing assessments can also provide private tutoring in that subject/unit, or have close family members taking the same assessment. All third parties we work with must also declare any potential conflicts. A detailed conflict of policy is designed to guide on this.

We keep a detailed risk register that includes online-specific risks such as cyberattacks, data leaks, technical failures, and misuse of assessment materials. We also prepare for

problems such as system crashes, suspected cheating picked up through remote monitoring, or data breaches. Our incident management procedures explain how issues will be investigated, managed, and reported to Ofqual.

We have strict rules and processes for handling malpractice or maladministration in online assessments. This covers learner misconduct (such as using unauthorised materials), centre malpractice (like failing to provide a secure environment), and administrative errors. Investigations are carried out fairly and independently. We have a detailed policy on malpractice and maladministration.

When using third-party providers for online assessments, as an awarding organisation, we are strict in delegating overall responsibility to third parties during online assessments. All contracts clearly state that providers must follow Ofqual's conditions of recognition and processes outlined by IIMT Studies, maintain data security, and notify us immediately of any breaches. Contracts also include service standards, such as system uptime, technical support, and response times.

As an awarding organisation, we ensure that online assessments are accessible to all learners, including those with disabilities. Platforms are checked for compatibility with assistive technologies, and reasonable adjustments (such as extra time or screen reader support) are made available, subject to them complying with the qualification criteria specified in the qualifications.

Online assessments are to be designed to match the qualification requirements. Any online assessments must comply with the requirements of the qualification criteria. The platform used must allow for accurate testing—for example, if a task requires a drawing, the system must provide the right tools or such arrangements that meet the qualification criteria. Confidentiality of materials is protected through secure systems, password protection, encryption, and strict access rules. After assessments, materials are securely deleted or archived. Learners must also confirm they will keep assessment content confidential. Centres are required to comply with these conditions at all times during assessments.

Marking and moderation are carried out fairly and consistently. All online systems have secure logins for learners and centre staff. Systems must be tested, reviewed for the requirements of qualification criteria and must be represented to learners prior to them appearing for online assessments. This includes full audit trails of decisions and tools for second marking and moderation. Learners' identities may be anonymised to avoid bias, and checks are in place to prevent conflicts of interest. Centres must monitor and review the arrangements periodically to ensure they comply with the conditions of recognition, IIMT Studies policies and qualification criteria.

As an awarding organisation, IIMT Studies is committed to open and transparent communication. Centres receive clear guidance and training, and Ofqual is notified promptly of any incidents, malpractice, or system failures that could affect the integrity of our qualifications.

Additional guidance on assessment

The centres must comply with the following requirements while performing an assessment exercise:

- Safe and secure execution.
- Make available all resources in order to perform a valid, reliable, authentic and transparent assessment of every component/unit of the qualification.
- The Centre meets all required deadlines while performing the assessment exercise.
- All evidence is recorded under the data protection policy and kept secure and confidential.
- Robust Internal Quality Assurance has to be done after the assessment exercise.
- All evidences are scanned and uploaded to the education portal of IIMT Studies for External Quality Assurance.
- All evidence is scanned and posted to IIMT Studies Ltd at its address if the awarding body guidelines ask for it.
- Records are maintained with timelines, schedules, and staff information involved in the assessment and associated activities of the assessment.

- Undertake internal quality assurance on the assessment work in order to submit the marks for external quality assurance.
- Have the data record policy in place.
- The assessor must sign a declaration statement confirming that the policy is followed, all parameters are met, and the work is completed in compliance with all processes, considering the authenticity, validity, reliability and sufficiency of the evidence produced by learners to claim the certificate.
- Centres must declare any arrangement with their parties, partial/part, of/full, that the assessment is outsourced.
- Centres must also declare if the assessment/part of the assessment is dependent on a third party or technology that is not owned by the Centre—for example, IT software where the Centre is willing to take the assessment.
- Centres delivering IIMT Studies qualifications in England are assessed in English, except to the extent that the use of another language is permitted by the condition of recognition (G2).
- More information is stated in the centre arrangement booklet for third-party arrangements and the language of the assessment.

Additional guidance for online assessments

- They are required to be recorded digitally with a sufficient number of numbers in order to perform the internal and external quality assurance exercise.
- The Centre must have sufficient equipment in order to perform the assessment exercise effectively, reliably and fit for purpose.
- Such assessments must be recorded and ensure that sufficient evidence is gathered.
- Wherever appropriate, it must be followed by an interview prior to Internal quality assurance.
- Must not be altered, modified or amended in any situation. If the situation demands modification in any case, a detailed report must be prepared covering the instance, logic of amendments and how the purpose of the assessment is protected.
- It is valid only if a self-declaration is collected from every learner appearing for such an assessment, stating that the work demonstrated in the evidence was done on their own. The demonstrated evidence must be authentic and subject to quality assurance by internal and external verifiers.

In any case, if such assessments do not meet the required compliance and standards of quality, compliance, authenticity, validity, sufficiency, reliability or qualification criteria, the assessment decisions may be rejected/denied. In such cases, the sanctions may be imposed upon a centre as a part of the external quality assurance process.

More guidance on assessment modes.

Assessments:

IIMT Studies accepts various assessment modes to perform external assessments (EA) as per the needs of learners, industries and employers, which are covered in the quality assessment cycle performed to award the certificate of qualification to eligible learners. Centres involved in assessments and/or external assessments must discuss the assessment and the arrangements

with IIMT Studies for the respective qualification. If approved, centres will be able to implement centre-devised assessments.

Formative assessments:

The assessment method can be informal, used within the class, which doesn't lead to grading, marks or weighting. It can be used in modules and units. In this method, a learner may use the pass/fail, but that result does not affect their final grade counted in the assessments of units. Quality feedback is the most required element of formative assessment. This type of assessment can also contribute as a practice to summative assessment. Feedback can help learners evaluate their achievements against the learning outcomes of a specific unit or component of the qualification.

Examples of formative assessments:

- Online quizzes
- In-class practice quizzes
- Problem-solving or revision class
- Homework tasks
- In-class assignments
- In-class projects
- Practice exams
- Peer feedback activities

Summative assessment:

Summative assessment is an assessment to evaluate learners' achievement against the unit learning outcomes, considering various qualification criteria. It is a way to measure and evaluate the extent to which a learner meets the learning outcomes for a unit of study of their qualification. The frequency of this assessment is normally at the end of a learning unit.

Examples of summative assessment:

- Seen exams
- Classroom exams
- Multiple choice questions (MCQ) exams
- Descriptive answers
- Assignments
- Essay submissions
- Portfolios
- Examination
- Digital evidence (Audio, Video, visual software/evidence/links)
- Open-book exam
- Dissertations
- Written unseen exams
- Recognition of Prior Learning (RPL)
- Professional discussion
- Oral questions and answers

Recognition of prior learning (RPL):

In order to apply the RPL, the Centre must follow the RPL policy with integrity and transparency.

While undertaking the assessment, the Centre must ensure to apply reasonable adjustments and special conditions following the appropriate adjustment policy for applicable learners.

While applying these policies, the Centre must not miss keeping a record of all evidence relating to the learner under these two policies. If not done, it may result in non-consideration and refusal of the end result produced by the Centre for that learner and may apply Sanctions on centres. The learners should be aware of these policies before they appear for the registration of the qualification. IIMT Studies has its RPL policy for centres to read and comply with.

Record generation:

After every assessment, internal quality control must be done by the Centre. This exercise is to be performed at various stages.

- During the assessment (such as assignments and assessment documents)
- After undergoing the assessment (such as learner's work, invigilator's comments and observation, marked assignments, interview recording, and any assessment material)
- After internal quality assurance (such as reports and findings, interview recordings)
- After certifications are received from IIMT Studies (Certificates)

The said records must be under the recorded data protection policy. They should be kept safe, confidential and secure in order to perform the external quality assurance exercise.

Feedback and appeals

The Centre must take feedback from learners after undertaking every assessment. The feedback must be recorded as part of data recording and shared with the External Quality Assurer for that assessment.

There must be an escalation matrix displayed to them to ensure their appeals are heard and taken into consideration. The escalation matrix should be able to help them raise queries/concerns they might have regarding the end result of the assessment. It is the responsibility of the Centre to ensure the queries on the final result of the assessment are attended to, heard and explained with the required logic, details and evidence to learners. To know more about appeals, please read the Complaint, Investigation, Review and Appeal policy.

Plagiarism

Reference -1
Plagiarism (pronounced as /ˈpleɪdʒərɪz(ə)m/) means showing and submitting someone else's work as your own in exams or any other academic submission. The plagiarism policy is applied to everyone in the Institution.
(Internet source)

What is plagiarism?

Plagiarism is described as submitting as one's work, irrespective of intent to deceive, that which derives in part or its totality from the work of others without due acknowledgement; or, in the case of self-plagiarism, unless explicitly allowed by law, submitting one's work. It is a breach of academic honesty and sincerity. Plagiarism includes copying (practising someone else's language and ideas as if they are your own), by:

- Cut/Copy and Paste from the internet or any online source, soft copies/software, or any other resource.
- Using ideas/plans/patents/ trademarks/copyrighted information or taken from someone else without reference to the originator, unless it is copyright-free (strictly for reference purposes only).
- You are submitting someone else's work.
- Paraphrasing the pre-done work by changing some of the words or the order of the words.

Plagiarism can also occur in the following types of areas:

- Material downloaded from websites or extracted from manuscripts or other media.
- Published/unpublished material, including other students' work.

What is Self-plagiarism?

Assignments that have previously been submitted must not be provided. Self-plagiarism occurs when the same portion of work (or a part thereof) is presented and found for formal assessment twice.

What is a Citation?

It becomes compulsory to give a reference to the work in the same way, with the name of its author, date of publication, name of publication, page number, etc. The student is held responsible for ensuring that they have read and understood the IIMT Studies' plagiarism policy and follow it in all work presented for assessment.

In case of any query, please raise a ticket to the Helpdesk from the portal account. The Institution uses software and programmes to identify the plagiarised content in the examination, question papers, assignments, case studies and research/research papers.

The software does not make any judgment about whether a student has plagiarised; it only informs the percentage of the submission that matches other sources. In case of failing to comply with the Plagiarism policy, in the case of suspected cases, the Panel may take disciplinary action.

Consequences of Plagiarism

Any such unauthorised practices cannot be accepted. Disciplinary actions will be taken if the Centre is found to favour plagiarism in the assessment.

Any violation of the assessment processes mentioned above may attract sanctions. Centres must consult the awarding body if they have any confusion relating to the implementation of this policy.
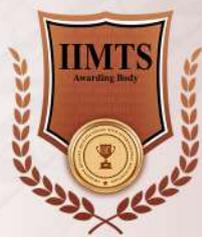
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