

# Assessment Policy

**Policy Code:** ACA-002  
**Version:** 3  
**Person Responsible:** Director of Studies



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## Policy Statement

Assessment at Vatel Bahrain is an integral part of the learning process. It is based on the achievement of the knowledge and skills to be acquired by a learner and involves making judgements about the extent to which their work meets identified standards.

This policy outlines the principles that underpins Vatel Bahrain approach to supporting student success in the tourism and hospitality sectors through assessing their knowledge and skills. These principles are:

- Authenticity, when it simulates real world settings and challenges learner to demonstrate the acquired knowledge and skills.
- Fairness, when its content, format and its conduct are designed to ensure that no learner or group of learners are unfairly advantaged or disadvantaged.
- Validity, when it covers the content which learner is required to accomplish.
- Developmental, through engaging learner in meaningful learning activities to develop their thinking from novice to expert practitioner.



## Application

This policy applies to all learners enrolled in, all faculty members and academic staff involved in the delivery, assessment, verification, moderation, invigilation of, external examination of undergraduate and post-graduate courses at Vatel Bahrain.

## Expectations

- All assessments are prepared in accordance with the assessment principles stated in this policy.
- Assessment tasks are verified to ensure their alignment with the knowledge and practical skills required in each course.
- Assessment results are moderated to ensure marking criteria have been accurately and consistently applied during marking.
- Feedback is provided to learners to support their learning throughout their learning journey.






## Forms and Other Related Documents

Assessment Cover Sheet	 Assessment Cover Sheet Template.docx
Controlled Assessment Cover Sheet	 Controlled Assessment Cover SI

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Verification of Assessment Form	 Verification of Assessment Form.doc
Moderation of Assessment Results Form	 Moderation of Assessment Results Form
External Examination Forms	  External Examination Form- Part 1.docx    External Examination Form- Part 2.docx
Moderation and External Examination Action Plan	 Moderation and External Examination Action Plan

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