



Zenith Professional Training Ltd

*...providing creative business and management solution*

# Assessment Policy

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Accredited in the UK:



## Assessment Policy

ZPT undertakes to provide assessment of all the courses offered:

- In accordance with the international principles of assessment (e.g. valid, reliable, flexible and fair). Credits and exemptions for previous study and knowledge will be provided which acknowledges knowledge obtained through previous achievement.
- The purpose of assessment is to ascertain the effectiveness of our training and to ensure that our learners have achieved the competencies that are required in their course of study.
- Formal education/ courses will be conducted by training or educational institutions)
- Informal Education will be by professional experience, *and* life experience.
- All learners will be informed of the ZPT assessment policy at the time of enrolment. The tutor advises how the learners will be assessed and the responsibilities of learners.
- Student assessment may take different forms: (a) Observation: here, a mentor will observe a learner performing a particular task, the mentor will seek to discover if the learner is able to demonstrate competencies required in performing such tasks, (b) assessment may involve written examinations, (c) oral examinations such as question and answer, (d) a project to be carried out and concluded (e) pair assessment where it is possible. This will involve learners assessing each other (e) Assessment may take the form of a written report, data analysis or role-play.
- It is the policy of ZPT to be fair in its assessment of its learners. In keeping with this policy ZPT will provide its students with information on appeal mechanism where a student thought its assessment is unfair.
- Where assessment is going to be by examination, it is the responsibility of the Programme Manager to ensure that learners/learners are given relevant information regarding the conduct of the examination.
- ZPT shall make it known to all their learners that it is the learner's responsibility to submit their work for assessment and that tasks relating to competencies must be fulfilled before recommendation for an award.

**Date of Review: 15/08/2024**

**Review by: Management**

**Next Review Date: 14/08/2025**

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