# NEAS Assessment Policy

## 1. Purpose

The purpose of this policy is to ensure that assessment within NEAS Professional Development (PD) programs is fair, valid, reliable, transparent, and aligned with the aims of the NEAS Quality Assurance Framework.

This policy establishes clear principles and requirements for the design, conduct, and moderation of assessment activities, including capstone and applied professional projects, and supports consistent decision-making regarding course completion and certification.

## 2. Scope

This policy applies to all assessment activities within NEAS Professional Development programs, including but not limited to:

- The NEAS Master Practitioner course
- Micro-credentials and structured PD programs that include assessed components
- Capstone projects, applied projects, reflective tasks, and portfolio-based assessments

This policy applies to:

- Participants enrolled in NEAS PD programs
- Assessors, moderators, and NEAS staff involved in assessment design, marking, moderation, and certification

## 3. Definitions

For the purposes of this policy:

- **Assessment** refers to any activity used to determine whether a participant has met the learning outcomes or competency requirements of a NEAS PD program.
- **Assessor** refers to a suitably qualified individual authorised by NEAS to evaluate participant submissions.
- **Meets Requirements / Does Not Meet Requirements** refers to the competency-based assessment approach used in NEAS PD programs, where outcomes are judged against defined criteria rather than graded.
- **Capstone Project** refers to a substantial applied project demonstrating integration of professional knowledge, research, reflection, and practice.
- **Academic Integrity** refers to honest and ethical conduct in assessment, including appropriate acknowledgement of sources and compliance with AI use requirements.

## 4. Assessment Policy

### 4.1. Assessment Principles

Assessment within NEAS PD programs will:

- Be aligned with stated learning outcomes and professional competencies
- Reflect authentic professional practice in the ELT sector
- Be fit for purpose, proportionate to the level of the course, and achievable
- Use clear, published assessment criteria
- Support consistent and defensible assessment decisions

Assessment is designed to evaluate professional capability, reflection, and application, rather than academic writing style alone.

### 4.2. Assessment Design

Assessment tasks will:

- Clearly state task requirements, submission expectations, and assessment criteria
- Identify any permitted or prohibited use of tools (including artificial intelligence)
- Where relevant, explicitly reference the NEAS Quality Assurance Framework
- Include evidence requirements appropriate to the task (e.g. artefacts, examples, documentation, reflection)

Assessment rubrics or criteria will be provided to participants in advance.

### 4.3. Assessment Outcomes

Assessment outcomes will be recorded as:

- **Meets Requirements**, or
- **Does Not Meet Requirements**

To successfully complete an assessed component or course, participants must meet requirements in all mandatory assessment criteria.

Partial completion or compensatory marking is not applied unless explicitly stated in course documentation.

### 4.4. Submission and Declaration

By submitting an assessment task, participants confirm that:

- The work submitted is their own original work
- Academic integrity requirements have been met
- The submission complies with NEAS policies, including plagiarism and AI use requirements

Formal declarations may be embedded within submission processes.

### 4.5. Feedback and Resubmission

- Participants will receive feedback aligned to the published assessment criteria.
- Where a submission does not meet requirements, participants may be offered the opportunity to resubmit, subject to course rules and timeframes.
- Feedback will indicate which criteria have not been met and what is required to address them.

### 4.6. Assessor Qualifications and Moderation

- Assessments will be conducted by assessors with appropriate expertise in ELT, quality assurance, or related professional fields.
- NEAS may implement moderation or review processes to ensure consistency and fairness of assessment decisions.
- Final assessment decisions rest with NEAS.

## 5. Quality Assurance and Compliance

### 5.1. Monitoring and Review

- Assessment practices will be monitored to ensure alignment with this policy.
- This policy will be reviewed at least every three years, or earlier if required due to changes in:
  - NEAS PD offerings
  - Regulatory or sector expectations
  - Use of emerging technologies (e.g. AI)

### 5.2. Responsibility

Responsibility for oversight, implementation, and review of this policy rests with:

- NEAS Manager, Quality and Professional Development.

## 6. Related Forms and Documents

- Assessment rubrics and marking guides
- Assessment submission declarations
- Feedback and resubmission templates
- Assessor moderation records (where applicable)

## 7. Related Policies

This policy should be read in conjunction with:

- NEAS Complaints and Appeals Policy
- NEAS Academic Integrity Policy
- NEAS Course Completion Policy

- NEAS Recognition of Prior Learning Policy
- NEAS Moderation Policy