



## JAMAICA THEOLOGICAL SEMINARY

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### Assessment Policy

The Seminary's policy is to ensure that assessment practices are based on the principles of *equity, clarity, consistency* and *openness*. To this end an *Assessment Policy Handbook* was prepared and provides a general regulatory framework and guidelines within which departments and faculty must operate. The Assessment Committee (AC) is responsible for the oversight of assessment policy. They report to the Academic Affairs Committee.

Assessment policies and practices throughout the Seminary will be linked explicitly to the teaching and learning aims and outcomes of the academic programme/course concerned. They must be designed to ensure that students are treated equitably and should allow students the opportunity to demonstrate that they have achieved the learning outcomes of a programme of study. They must provide a clear framework within which interested parties can make judgments on the comparative performance of students.

Departments may establish additional special requirements for students. These must be documented and departments are responsible for ensuring that such statements are made available to all staff and students and accessible to regulatory agencies. Heads of departments must ensure that new members of staff receive appropriate introduction to departmental assessment policies and practices. Policies and practices must be approved by the AC in the first instance. Any subsequent changes to policies and practices are subject to the approval of the Committee. The AC may, at its discretion, require revisions to a department's *policies* in the light of the Seminary's requirements on assessment and good practice in higher education.

Departments are required to review policies and practices on a regular basis, in the light of the reports of the AC and regulatory agencies. They must ensure in particular that the policies and practices have been implemented consistently, have contributed to the achievement of the outcomes of the degree programmes concerned, and continue to be appropriate to the aims and objectives of the programmes of study.