

**Edvantage
Institute**
(Singapore)

APSR MANUAL

TITLE

Student Assessment

C5.5.1

1. Revision History

Version Number	Description of Revision	Effective Date
00	Initial Release	01 September 2017
01	<ol style="list-style-type: none"> 1. Changed manual template – conversion of Operation Manual and process into full flowchart system. 2. Split the operation manual into 3 flowcharts: 1) Appeal of Results Process 2) Procedures for Release of Results and Award of Certificates 3) Process for Moderation 3. Renamed 'Moderation Form' to 'Exam Moderation Form', 'Examination Appeal Form' to 'Appeal Request Form'. 4. Removed documents - Item Analysis and IPRAA Report. 	01 August 2018
02	<ol style="list-style-type: none"> 1. Removed “General Information” (above section 1) 2. Removed Date column from Document Signatory List 3. Changed “Administrative Manager” to “Administrative Manager” 4. Added “Appeal Request Form” documentation box in flowchart Appeal of Result Process 5. Added review process box 	01 October 2018
03	<ol style="list-style-type: none"> 1. Combined the Policy and Operation Manuals for Criterion 5.5.1 2. Combined Manual on “Assessment Results, Moderation and Appeals Process”, “Planning and Execution of Examinations” and “Preparation and Marking of Assessments” for Criterion 5.5.1 3. Amended Approved by in Document Signatory List 4. Renamed Manual to Student Assessment from Assessment Results, Moderation and Appeals Process 5. Revamped manual format from flowchart to write up to provide more clarity in processes 	07 September 2020
04	<ol style="list-style-type: none"> 1. Amended Approved By Name and Title 2. Amended Review on Student Assessment for Continual Improvement to ensure review is conducted once a year 3. Revised the systems and review table to include targets 	28 March 2022
05	<ol style="list-style-type: none"> 1. Revamped Manual to align to Guidance Document 4 Requirements 2. Amended review section in both approach and process sections 3. Amended systems and review section to refer to internal review report 4. Removed seating plan from approach section point 1a 5. Amended point 1iv in approach section to minimum of 1 invigilator and ratio to 1:30 6. Added invigilator guide under point 1bi of the approach section 7. removed point 1bii of the approach section 8. added to point 2civ title, including contract cheating in approach section 9. Added point 2cv in approach section 10. removed point 4aii in the approach section 11. added to point 14a (valid, reliable and fair) 12. amended grading rubric in approach section 13. added to point 12a, and criteria for grading and awards in the approach section 14. Added an additional point under the Invigilator Policy of the Approach Section, “xiii. All invigilators taking part in any 	31 May 2023



Version Number	Description of Revision	Effective Date
	<p>examinations would be required to report any academic dishonesty and/or integrity issues. This would be handled by the Director of Studies on a case-by-case basis.”</p> <p>15. Amended the Formatting of the Process Section</p> <p>16. Added a point, “xi. All Staff handling any part of the conduct of the examination process would need to report to the Director of Studies in the event that there is any academic dishonesty or integrity issues. Depending on the severity of the event, the Director of Studies would decide what are the follow up actions to take. The Student Disciplinary Procedures should be adhered to for purpose of managing these events, if applicable.”, under Scheduling and Notification of Assessments of the Assessment Procedures that is under the Process Section</p> <p>17. Amended post assessment analysis under the process section</p>	
06	<p>1. Amended “Mobile phones and Dictionaries must not be with them when sitting for the exam.” to “Mobile phones and Dictionaries must not be with them when sitting for the exam.” in Point 1.b.i. : At the start of the exam of the Approach Section</p> <p>2. Amended Point 1.e.ii. under the Process Section</p> <p>3. Added Point 1.e.iii. under the Process Section</p> <p>4. Designated person responsible for preparing and approving the manual is updated</p> <p>5. Added point 10 under Approach Section</p> <p>6. Replaced ‘Academic Handbooks’ in point 13a under Approach section to ‘Student Handbook’.</p> <p>7. Amended “...vetted by the AEB to ensure...” to “...vetted by the DOS and AEB to ensure...” in point 15a under the Approach Section</p> <p>8. Remove a part from point 3b under Process section which involves the academic department meeting</p> <p>9. Amended ‘3 months’ to ‘3 weeks’ point 3.b.ii under Process section</p> <p>10. Added point 3.b.iii under Process section</p> <p>11. Amended point 4.b.ii such that the assignment papers are reviewed and approved by the AEB.</p> <p>12. Added point 7 under Process section</p> <p>13. Removed a point under point 15, “Administrative Manager is to check that awards to be conferred to students would need to be registered with CPE and is in the CPE approved list of courses to be delivered.”, in the Process section.</p> <p>14. Amended point 16.a.i under Process section to include ‘along with the Assessment Coverage Form’.</p>	31 May 2024
07	<p>1. Amended “Programme / Module Handbooks” to “Student Handbook” in point 11.b. under the Process section.</p>	27 December 2024
08	<p>1. Amended from “For internally-developed courses, the School’s grading and award criteria are as follows:” to “For internally-developed courses, refer to Annex A in this manual for the School’s grading and award criteria.” In point 5.a. of the approach section.</p> <p>2. Removed table under point 5.a. in the approach section</p> <p>3. Amended “All marking and moderation shall be managed in a fair and impartial manner.” to “All marking, moderation and appeals shall be managed in a fair and impartial manner.” in point 10.b. of the approach section.</p> <p>4. Added point 11.d. in the approach section</p> <p>5. Added “, as mentioned in Annex A,” in point 13.a. of the approach</p>	21 February 2025

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	section 6. Added “/or” in point 15.a. of the approach section 7. Added point 15.b. in the approach section 8. Amended “The examination papers should be submitted to the AEB for approval and finalized at least 2 weeks prior to the examination date.” to “The examination papers would need to be vetted and submitted to the DOS and/or AEB for approval and finalized at least 2 weeks prior to the examination date.” in point 3.b.iii. of the process section. 9. Added point 3.b.iv. in the process section 10. Amended the moderation process for In-House Courses under point 7 of the process section 11. Added point 9.e. and 9.f. in the process section 12. Added Annex A	
09	1. Amended “Assessment Policy” to “Scheduling and Notification of Assessments” in point 1 of the Approach section 2. Revised point 1 of the Approach section 3. Amended “terminated” to “termination” in point 2.b. of the Approach section 4. Added point 2.e. in the Approach section 5. Added points 3.b. and 3.c. in the Approach section 6. Revised point 5 of the Approach section 7. Added “and Vettors” in point 6.a. of the Approach section 8. Added “or vetter” in point 6.a.i. of the Approach section 9. Amended “respective lecturers teaching the class is to mark the assignments” to “respective teachers teaching the class is to mark all assessments and assignments submitted” in point 7.a. of the Approach section 10. Removed the point, “Should the examination paper have student names, an academic staff independent of the students taught is to be appointed as a marker.” under point 7 of the Approach section 11. Amended “Is neither the setter of the exam, nor the marker.” to “Is neither the setter, vetter, nor the marker for the examination.” in point 8.d. of the Approach section 12. Added “and security by all parties handling and/or with access to any Assessment Materials” in point 9.a. of the Approach section 13. Removed the point, “Examination setters are to protect the softcopies of the examination papers (draft and finalized) with passwords.” under point 9 of the Approach section 14. Added point 10.c. in the Approach section 15. Amended “school website” to “during student orientation” in point 11.d. of the Approach section 16. Added point 11.e. of the Approach section 17. Removed previous point on 13. Assessment plans in the Approach section 18. Added “approved by” and removed “fair” in point 14.a. of the Approach section 19. Amended “on the various modules and programmes and used” to “and taking into account any relevant benchmarks” in point 15.b. of the Approach section 20. Amended “Examination” to “Assessments” and “detailed schedule” to “detailed examination schedule” in point 1.a.i. of the Process section 21. Removed “on Examination Schedule Package that includes” in	03 October 2025

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	<p>point 1.a.iv. of the Process section</p> <p>22. Removed the point, “Thereafter, the DOS is to approve the overall Examination Schedule Package.” under point 1 of the Process section</p> <p>23. Removed “Examination” in the first point under point 1.a.vi, of the Process section</p> <p>24. Removed “subjects,” in point 1.a.viii. of the Process section</p> <p>25. Added “Any examination incidents, including academic dishonesty students, will need to be noted down in the Examination Incident Report.” in point 1.a.x. of the Process section</p> <p>26. Added point 1.a.xi. in the Process section</p> <p>27. Removed “Upon approval of the Examination Schedule Package by the DOS,” in point 1.b.i. of the Process section</p> <p>28. Removed the point, “The Invigilation Plan should also be included in the Examination Schedule Package for consolidation purposes.” under point 1.d. of the Process section</p> <p>29. Added “and” in point 1.e.i. of the Process section</p> <p>30. Amended “Invigilator Guidelines form” to “Invigilator’s Guide form” in points 1.e.ii. and 1.e.iii. of the Process section</p> <p>31. Amended “respective Module and Programme Guides” to “Student Handbook” in point 2b. of the Process section</p> <p>32. Added point 2.c. in the Process section</p> <p>33. Added “The setters will ensure that each assessment accurately measures the competency of students in accordance with the approved learning outcomes, ensuring the validity of the assessment process. The assessment will also take into account the learning needs of and profiles of students, and maintain consistency with established assessment guidelines to ensure reliability, while retaining the option of appeals to ensure fairness is given to all learners.” in point 3.b.i. of the Process section</p> <p>34. Amended “vetted and submitted to the DOS and/or AEB for” to “vetted by the DOS and submitted to the AEB for” in point 3.b.iii. of the Process section</p> <p>35. Removed “and oral” from point 7.a. of the Process section</p> <p>36. Added “or an AEB Member” in point 7.d. of the Process section</p> <p>37. Amended “the Director of Studies will bring the matter up to the Academic and Examination Board for review. The Academic and Examination Board will carry out the moderation process” to “a moderation process will take place” in point 7.d. of the Process section</p> <p>38. Removed “by the Academic and Examination Board” in point 7.d.iv. of the Process section</p> <p>39. Amended point 7.e. to “Once the Academic and Examination Board representative, not involved in the re-marking process, is satisfied that the marks moderated are justified, the moderation process ends. The decision of the Academic and Examination Board is final.” of the Process section</p> <p>40. Added point 7.h. in the Process section</p> <p>41. Added “prior to the release to students. All such approval will need to be documented in the Academic and Examination Board Meeting Minutes” in point 9.b. of the Process section</p> <p>42. Amended “Examination Appeal Form” to “Appeal Request Form” throughout the manual</p> <p>43. Removed “Chairman” and “his/her” in point 9.g.viii. of the Process</p>	

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	<p>section</p> <p>44. Added “An AEB representative will sign off on the Appeal Request Form.” in point 9.g.ix. of the Process section</p> <p>45. Removed “the Chairman of the” in point 12.b. of the Process section</p> <p>46. Added “and/or issues with conflict of interest as stated in the Invigilator’s Guide” in point 13.b. of the Process section</p> <p>47. Amended “EXAM INCIDENT section of the Examination Invigilation and Tracking Form” to “Examination Incident Report” in point 14.b. of the Process section</p> <p>48. Revised point 17.b. and added point 17.c. in the Process section</p>	
10	<p>1. Amended Point 1.d.iii. to Point 1.d.ii. under the Process section</p> <p>2. Amended “lecturers” to “teachers” in points 3.b.i. and 3.b.ii. in the Process section</p> <p>3. Amended “Lecturers” to “Teachers” in point 6.b. of the Process section</p> <p>4. Added point 7.a.iii. under In-house Courses of the Process section</p> <p>5. Amended “lecturers” to “teachers” in point 8.b. of the Process section</p> <p>6. Amended “lecturers” to “teachers” and “Lecturers” to “Teachers” in point 16.a.iii. of the Process section</p> <p>7. Added the Assessment, Grading and Award Criteria for Certificate in English Language (All Levels) in the Annex section.</p> <p>8. Amended “Presentations: Each student is to do two presentations in a term, an individual presentation and a group presentation. Marks for these presentations will be considered under ‘ASSIGNMENTS’ which makes up 30% of the student’s final marks.” to “Presentations: Each student is to do two presentations in a term, an individual presentation and a group presentation, each carrying 10% of student’s final marks. Marks for these presentations will be considered under ‘ASSIGNMENTS’ which makes up 40% of the student’s final marks.” for Preparatory Course for International English Language Testing System (IELTS) in the Annex.</p> <p>9. Amended “Essays: It is compulsory for students of EIS to write a minimum of 8 essays per term. Marks for the essays will be considered under ‘ASSIGNMENTS’ which makes up 30% of the student’s final marks.” to “Essays: It is compulsory for students of EIS to write a minimum of 8 essays per term which makes up 20% of student’s final marks. Marks for the essays will be considered under ‘ASSIGNMENTS’ which makes up 40% of the student’s final marks.” for Preparatory Course for International English Language Testing System (IELTS) in the Annex.</p> <p>10. Removed the Assessment, Grading and Award Criteria for Primary 1 – 6 courses in the Annex.</p>	07 November 2025

2. Document Signatory List

Responsibility	Name	Title	Signature
Prepared by	Marhaini A. Hamid	Director of Studies	
Approved by	Nance Teo	Academic and Examination Board Member	

APPROACH

1. Scheduling and Notification of Assessments

- a. Assessment periods are to be scheduled as part of course planning.
- b. All assessment schedules are to be disseminated to students upon commencement of the course.
- c. In the event of changes to the initial assessment schedule, students are to be notified to ensure that they are aware of the changes.
- d. Assessment information is to be communicated to students at least one week before the date of the actual assessment.

2. Student Academic Honesty Policy

- a. There is an expectation for students to be authors of their own work, and to acknowledge when they use other authors' words or ideas. This will be communicated to the students through the student handbook.
- b. Any examples of inappropriate use of sources or use of others' work in place of your own, will then be penalised. Failure to understand and follow protocol on academic conduct may ultimately result in a student being subjected to disciplinary actions or termination from his/her course.
- c. Definitions

- i. Plagiarism

"...passing off someone else's work, whether intentionally or unintentionally, as your own, for your own benefit." Carrol 2002.

Plagiarism involves the incorporation by a student in an assessment, material which is not their own in the sense that all or a substantial part of the work has been copied without any attempt at attribution or has been incorporated as if it is the student's own work when it is wholly or substantially the work of another person.

- ii. Collusion

Student A copies Student B's work with B's knowledge.

- iii. Commission

Paying someone else to prepare coursework for you.

- iv. Cheating under examination, including contract cheating

Any form of communication with other students or external sources. Bringing unauthorised materials / technology into the examination.

v. Fabrication/Falsification of Information / False citation

This refers to instances where a student makes up or “invents” data or manipulates data to support a specific hypothesis or makes up citations. This can also result in either failure or a reduction in the marks.

- d. It is not always possible to find the source of the work, but a judgement may be made as to whether the work is original or not by using other evidence. The following are acceptable forms of evidence of plagiarism:
- i. Text from a known source
 - ii. Unusual writing structure
 - iii. Changes in font
 - iv. Work not in keeping with the student’s usual standard
 - v. Uses American spelling when convention is English
 - vi. Changes in referencing convention
 - vii. Old references
 - viii. Inappropriate referencing style
 - ix. Excellently written essay with poorly written introduction and conclusion
 - x. Web addresses still attached
 - xi. Doesn’t answer the question
 - xii. No personal view
 - xiii. Student unable to discuss the work in a way that shows satisfactory understanding when asked by a lecturer in a meeting
- e. This Policy should be set and communicated to ensure academic integrity, including reporting and managing of academic dishonesty.

3. Invigilator Policy

- a. Invigilator Code of Conduct will be communicated to invigilators before the examination is as follows:

- i. Invigilators must observe at all times the strictest security and confidentiality concerning assessment materials.
 - ii. Invigilators who has any relations (family, friends, or similar relationship) to the candidates taking the exam, is to immediately inform the Director of Studies (DOS).
 - iii. Invigilators must adhere to all instructions from the Chief Invigilator (if applicable) or the DOS.
 - iv. Invigilators are to immediately report any suspected breaches of security to the DOS.
 - v. Any knowledge gained from invigilating must not be disclosed, discussed, reproduced.
 - vi. Invigilators are to follow the Invigilator Instructions and the Examination Rules and Regulations.
 - vii. Invigilators must verify the candidates' identities against appropriate ID before allowing them to take the examination.
 - viii. Invigilators must ensure that all materials distributed are counted at the beginning of each examination and at the end of each examination.
 - ix. Invigilators must watch the students continuously and remain vigilant.
 - x. Invigilators should not leave the examination venue during the examination period.
 - xi. In case of urgency, a maximum of 15 minutes may be allowed with the permission of the DOS.
 - xii. Invigilators are to prevent unfair means and report unfair means, if any, without any discrimination.
 - xiii. All invigilators taking part in any examinations would be required to report any academic dishonesty and/or integrity issues. This would be handled by the Director of Studies on a case-by-case basis.
- b. All staff (including invigilators) are to adhere to the invigilator guidelines:
- i. Before the candidates arrive
 - Please arrive at the Examination Venue at least 20 minutes before the start of the examination. This is to collect the Examination Scripts & Answer Booklets and to ensure that the room is ready.
 - Familiarise yourself with the layout of the Examination Room, emergency exit points and location of toilets.
 - Assist in the distribution of the Examination papers and/or any additional materials in accordance with the instructions on the Exam Paper Cover Sheet attached to the

front of the exam paper. Note that the relevant table numbers are per according to the student's name in attendance list.

ii. Admitting candidates to the examination room

- 10 minutes before the start of the examination, remind candidates waiting outside the exam venue to check their Seat number displayed outside the hall. Refer anyone without a seat number to the Director of Studies.
- Advise candidates to prepare their Identification Card, Examination Entry Proof and writing materials. Instruct candidates to switch off their mobile phones and placed them in front of the exam room. Remind them to visit the washroom if necessary.
- Admit candidates into the Examination Room 10 minutes before the start of the examination. No candidate who has entered the examination venue will be allowed to leave the venue.
- Ensure that candidates bring only approved items to their table, as stipulated on the cover page of the examination paper or Entry proof.
- During the exam, only one student can leave the exam venue for the washroom. An invigilator must always accompany candidates to the washroom.
- Instruct candidates to show the invigilator(s) their Entry Proof given to them by the Administrative Manager. In the event if a candidate could not produce the Entry proof, an NRIC or other form of photogenic ID can be used to ascertain his/her identity.

iii. Beginning of the examination

- Invigilator to announce the following instructions to candidates: / Invigilator to read the examination regulations and procedures to candidates:

“Please ensure that you are seated at the arranged seats according to the seating plan displayed.

Ensure that you are sitting for the correct examination paper. Please be reminded to complete the cover page of the answer booklets. If you require anything during the exam or wish to leave early, please remain in your seat, raise your hand and wait for an Invigilator to come to you.

No candidate may leave the room in the first 30 minutes, or during the last 15 minutes of the examination. At the end of your exam, remain seated until your script has been collected and you are given the permission to leave.

Please read the instructions on the examination paper carefully.

You may now begin writing.”

iv. Student identity cards or entry proof

- Invigilators are required to verify the identity of each candidate by checking their ID card, Student Pass or Entry Proof. Candidates who are present are supposed to sign against their names in the Attendance List. Where no ID card / Student Pass or Entry Proof is provided, please record this on the attendance list.

v. Check for absentees

- After 30 minutes into the examination, mark “ABSENT” on the attendance sheet for candidates who are absent.

vi. Query regarding exam paper questions

- If a candidate has any query on the question paper, it is vital that the Director of Studies is notified immediately in order to log the query and agree on a solution. All candidates sitting for the exam will be alerted on the error(s) of the question paper. Students will not be given any extra time. An EXAMINATION INCIDENT REPORT FORM should be completed.

vii. Late arrival

- The Invigilator has responsibility to authorise late-comers to sit for the examination. Candidates who arrived at the first 30 minutes of the exam will be allowed into the exam venue but not permitted to any extra time.
- Candidates who arrived after the exam has been conducted for 30 minutes will not be admitted into the exam venue. These candidates should be directed to the Director of Studies. In all cases, an EXAMINATION INCIDENT REPORT FORM should be completed for submission to Director of Studies.

viii. Students not listed on the attendance list

- Students whose names are not listed in the Examination Attendance List are allowed to take the examination. The Invigilator will have to add this candidate’s name to the attendance list. The candidate will have to sign on the attendance list.

ix. During the examination

- Exercise surveillance at all times. At no time should candidates be left unsupervised in an exam hall. You are not allowed to read / work during examinations. Do not allow a candidate to leave and return to the examination unless supervised by an

invigilator. Do not permit a candidate to communicate with anyone other than an invigilator during the course of the examination.

x. Departure before the end of examination

- Only in exceptional circumstances should a candidate be allowed to leave the examination within 30 minutes of the start. Permission must be sought from an invigilator.
- Candidates should not leave the examination venue during the last 15 minutes, even if they have completed the examination.

xi. Cheating

- When dealing with cheating cases during exams,
 - always involve two invigilators for eyewitnesses or contact the Director of Studies for advice,
 - confiscate any unauthorised material OR if the student has unauthorised writings on their body, take a picture for evidence,
 - indicate on the candidate's script on the time of the incident and what has occurred,
 - seek an explanation from the candidate and submit an EXAMINATION INCIDENT REPORT FORM to the Director of Studies.

xii. Reminder – 15 minutes before the end

- Invigilator to announce to candidates:
“Candidates, you have 15 minutes remaining in which to complete the exam. You may not leave the examination room until the examination is over.”

xiii. The end of examination

- Invigilator to announce the following instructions to candidates:
“Candidates taking the xxxx Examination please stop writing NOW. Please remain in your seat whilst your exam scripts and question papers are being collected. Do not leave your table until an Invigilator has given consent to leave. Please remember to take your ID card and other items with you before leaving the venue quietly.”

xiv. Collection of scripts

- Invigilators are required to collect ALL written Answer Booklets and Examination papers from the candidates.

xv. Leaving the examination room

- Candidates must not remove any Examination paper or Answer Booklet from the Examination Room. An invigilator should supervise candidates leaving the room.

- Please ensure that candidates leave the examination room / hall in a quiet and orderly manner.

xvi. Packing of examination scripts

- Arrange the Answer Booklets and Examination papers according to the candidates' Seat number. Only written Answer Booklets and Examination papers should be placed back into the envelope. Remove ALL documents pasted on the door. Put the Student Attendance List, Examination Incident Report Form (if any), Examination Invigilation and Tracking Form, unused Answer Booklets, Examination papers and all other documents previously pasted on the wall inside the bag and hand the bag to the Administrative Manager.
 - Sign on the 'Examination Invigilation and Tracking Form' at the upon returning the Examination bag.
- c. This Policy should be set and communicated to ensure academic integrity, including reporting and managing of academic dishonesty.

4. Criteria for selection of invigilators

- a. All staff of the school or any appointed external person can act as an invigilator except in the instance where:
- i. Invigilator has a relation (family, friends, or similar relationships) to any candidates of the examination.

5. Assessment Plan, Criteria for Grading and Awards

- a. All assessment plans, criteria and grading awards are developed during the course design and development stages. Reference should be made to the Manual: Course Design and Development and its related documentations.
- b. Assessment Plans would need to encompass the assessment frequency, mode of assessment, assessment objectives, and weightage.
- c. Criteria for grading and awards would need to encompass the different grades, range of marks associated with each grade and the award criteria for course completion.
- d. For internally-developed courses, refer to **Annex A** in this manual for the School's assessment, grading and award criteria.
- e. For courses with external partners, the grading and award criteria would adhere strictly to those of the School's academic partner.

- f. All Assessment Plans, criteria for grading and awards, as mentioned in Annex A, are to be captured in the Student Handbook that are given to students.
- g. Assessment Plans and relevant information that is developed by external partners would need to be given to students.
- h. The Principles of Assessments would need to encompass the following: -
 - i. Validity: Assessment process assesses the actual competency of the individual learners based on approved learning outcomes.
 - ii. Reliability: The assessing of actual competency of individual learners should be based on a set of comprehensive guidelines that should be consistently applied by all assessors.
 - iii. Fairness: The consideration of learner needs and profile, including ensuring that each learner is informed of and understands each assessment mode, while retaining the option to challenge any assessment outcomes via appeals.

6. Criteria for Assessment Processes with Regards to Assessment Papers

- a. Criteria for Selection of Examination Paper Setters and Veters:
 - i. No person shall be appointed as a setter or vetter who has a relation (family, friends, or similar relationships) to any candidate of the examination.
 - ii. Meet the minimum qualifications to teach the modules.
 - iii. Has not engaged in private tuition and/or coaching or any similar other work with any candidate.

7. Criteria for Selection of Markers

- a. For assignments, respective teachers teaching the class is to mark all assessments and assignments submitted.
- b. Should the examination paper be “blind” (i.e., no student names), any academic staff teaching the module may be appointed as a marker.
- c. External markers may also be appointed, subject to the following:
 - i. Meet the minimum qualifications to teach the module
 - ii. No relations with any of the candidates

8. Criteria for Selection of Moderators

- a. No person shall be appointed as a setter who has a relation (family, friends, or similar relationships) to any candidate of the examination.
- b. Meet the minimum qualifications to teach the module.
- c. Has not engaged in private tuition and/or coaching or any similar other work with any candidate.
- d. Is neither the setter, vetter, nor the marker for the examination.

9. Storage and Reproduction of Assessment Materials

- a. All Assessment Materials are to be treated with the strictest confidentiality and security by all parties handling and/or with access to any Assessment Materials.
- b. Once the assessment materials have been produced, staff shall ensure that every movement of the materials are recorded and tracked.
- c. The School shall ensure that the Assessment Materials are kept in a secured location, where access is only granted to authorized staff.

10. Marking and Moderation of Assessments

- a. The marking and moderation of assessments are to be done with reference to the procedures outlined in the 'Process' section of this manual.
- b. All marking, moderation and appeals shall be managed in a fair and impartial manner.
- c. Moderation will be conducted in accordance with the criteria outlined in the Process section of this manual and as deemed necessary by the Director of Studies and/or Academic and Examination Board. This would need to be done if there are any issues brought up that goes against the Principles of Assessments.
- d. Outcome of moderation is to be approved by the Academic and Examination Board.

11. Assessment results, appeals and awards

- a. All assessment results, including awards (if students are graduating) are to be disseminated to all relevant students within 3 months from the date of the last examination.
- b. Dissemination of awards can be in the form of information provided to students. Actual graduation would not fall under the 3 months timeframe.
- c. Information about appeals, including period and timeframe of any appeals, would need to be disseminated to students upon the release of examination results at the latest.
- d. Information about the process for the release of assessment results, appeals and awards are communicated to students through the Student Handbook and during student orientation.

- e. Only one appeal per assessment is allowed.
- f. All appeals shall be managed in a fair and impartial manner.
- g. Appeals are to be submitted in writing, within 7 working days from the release of assessment results and the results of the appeals are to be made known to the students within 4 weeks.

12. Special Provisions on Assessment

- a. Special provision may be made in cases of disability, chronic and temporary illness, or any other major disruptions to study which would affect a student's ability to submit an assessment task or sit for an examination.
- b. Special provisions may include:
 - i. Extension of submission date
 - ii. Supplementary assessment
 - iii. Special examination arrangements
 - iv. Re-sitting and/or deferred sitting of assessments
- c. Students may submit a request for special provision to the School, together with any supporting documents, via any of the School's communication channels.
- d. For failures of modules, the School allows a maximum of 1 re-sit (i.e. re-examination / assessment) and the maximum mark is capped at a Pass Grade.
- e. The School will allow only a total of 2 re-modules for each module unless otherwise stated or approved.

13. Approval of awards from awarding authority (if applicable)

- a. All external awards are to be approved by the awarding authority (if applicable) and/or the Academic and Examination Board (AEB) before being released.

14. Approval of major assessment papers and awards

- a. All major assessments are to be vetted by the DOS and approved by AEB to ensure the principles of assessment (valid, reliable and fair) is adhered to, that the examination questions and marking criteria are aligned to the assessment plan.
- b. In the event that the DOS sets the paper, another qualified academic staff would be appointed to vet the assessment papers.
- c. All major assessment papers are to be approved by the AEB.

- d. Assessment Results and awards (including courses with external partners) are to be approved by the AEB before dissemination.
- e. Outcome of appeals are to be approved by the AEB before notifying the student.
- f. For appeals to the external partner, the AEB is to endorse the outcomes before notifying the student of the outcome.

15. Post-assessment analysis for course review

- a. Post-assessment analysis should be conducted and utilized as part of the course review.
- b. Data from Post-assessment analysis should minimally include student performance and taking into account any relevant benchmarks as part of the analysis in the Course Reviews.
- c. Action plans, if any, should be developed to help improve any weaker areas or academic elements, including curriculum, resources and delivery.

16. Review of Student Assessment for Continual Improvement

- a. The Process Owners will review their policies and processes at least once a year for continual improvement as part of the internal review through the Internal Review Report.
- b. The Independent Internal Assessor will also review the policy and processes at least once a year during the Internal Assessment Process with details documented in the Internal Assessment Report.

PROCESS

1. Assessment Procedures

- a. Scheduling and Notification of Assessments
 - i. Date of Assessments would be scheduled according to the annual Academic Calendar, although such dates are subject to change. A more detailed examination schedule, including timing, subjects, and venue, will be detailed in the Examination Timetable.
 - ii. Planning of venues for each subject would be based on the number of students sitting for each examination.
 - iii. The Administrative Manager will then draft the Examination Timetable to include the venue for each examination subject.
 - iv. To consolidate all examination-related information, the Administrative Manager will prepare the Examination Timetable, Invigilator Guide, and the Student Assessment Communication Memo.
 - v. Completion of the above should be tracked and duly documented using the Examination Planning Checklist.
 - vi. The Administrative Manager will then prepare the following documents to be used during the examination:
 - Attendance List
 - Examination Invigilation and Tracking Form
 - vii. The dates for the examination period are originally included in the Academic Calendar, which has been sent to students before course commencement.
 - viii. In addition, the Administrative Manager will send students the Examination Timetable, which has examination details on venue and timing. This is to facilitate communication of examination information to all students.
 - ix. A copy of the Examination Timetable will also be made available on the School's notice board. This should be done at least one week prior to the start of examinations.
 - x. All Staff handling any part of the conduct of the examination process would need to report to the Director of Studies in the event that there is any academic dishonesty or integrity issues. Any examination incidents, including academic dishonesty students, will need to be noted down in the Examination Incident Report. Depending on the severity of the event, the Director of Studies would decide what are the follow up actions to take.

The Student Disciplinary Procedures should be adhered to for purpose of managing these events, if applicable.

- xi. In accordance with the School's Disciplinary Policy, cheating is considered a major misconduct. If cheating takes place, a Disciplinary Committee Hearing will be convened within 3 working days, and intervention actions taken will be in accordance with Manual: Student Conduct, Attendance and Learning.
- b. Internal Invigilators
 - i. The Administrative Manager will liaise with the respective staff to confirm their availability to invigilate the examinations.
- c. External Invigilators
 - i. Should there be a need for External Invigilators, the Administrative Manager will contact External Invigilators from the database to notify them of the upcoming assignment.
 - ii. Based on their availability, the Administrative Manager will finalize the assignment of the External Invigilators for the upcoming examination.
- d. Invigilation Plan
 - i. After finalizing the assignment of Invigilators, the Administrative Manager will prepare the Invigilation Plan, which details the name of the Invigilator(s) for each examination.
 - ii. The Administrative Manager should ensure that all invigilators have access to the Invigilator Guide and are briefed on them prior to the examinations.
- e. The Code of Conduct for students, staff and invigilators are as follows: -
 - i. All code of conducts and assessment policies for students would be given to students during the orientation and through their respective Student Handbooks.
 - ii. The Invigilator's Guide form, which includes the code of conduct for staff and invigilators and invigilator guidelines, would be given to them during their briefing sessions.
 - iii. The staff and invigilators will each acknowledge the code of conduct and invigilator guidelines on their respective Invigilator's Guide form prior to the examination.

2. All Criteria for grading and awards

- a. All Criteria for grading, including assessment methodology and award requirements are to be approved by the AEB.
- b. The above-mentioned criteria would need to be shared with students in the Student Handbook.

- c. For actual criteria of grading and awards for individual courses, reference should be made to Annex A.
- d. The Academic Department will need to ensure that all criteria for grading and awards are approved by the external academic partners if and when required (*Note: If given directly by the external academic partners, they are deemed as approved*).

3. Preparation of Examination Papers

- a. Courses with External Partners
 - i. For courses that are conducted in association with External Partners, the setting of examination papers will follow the Partner's process. These papers are also approved according to the Partner's assessment process.
 - ii. Upon approval, the examination papers will be sent to the School for review and preparation.
- b. In-house Courses
 - i. The DOS will also designate teachers to set the examination papers for each exam, and he/she should be familiar with the topics that are being examined. The setters will ensure that each assessment accurately measures the competency of students in accordance with the approved learning outcomes, ensuring the validity of the assessment process. The assessment will also take into account the learning needs of and profiles of students, and maintain consistency with established assessment guidelines to ensure reliability, while retaining the option of appeals to ensure fairness is given to all learners.
 - ii. Respective teachers who are designated to set the examination papers will refer to the approved guidelines and set the papers at least 3 weeks prior to the examination date, which should include the following:
 - Examination Questions
 - Marking Schemes
 - iii. The examination papers would need to be vetted by the DOS and submitted to AEB for approval and finalized at least 2 weeks prior to the examination date.
 - iv. If the DOS is responsible for setting the examination paper, another qualified academic staff will be appointed to conduct the vetting process before submitting the examination paper to the AEB for approval.

4. Preparation of Assignment Papers

- a. Courses with External Partners
 - i. For courses that are conducted in association with External Partners, the setting of assignment papers will follow the partner's process.
 - ii. Upon the requisite approval, the assignment papers will be sent to the School for review and preparation.
- b. In-house Courses
 - i. Lecturers in charge of the respective modules are to prepare all assignments prior to the start of the term.
 - ii. These assignment papers should be reviewed and approved by the AEB and revised accordingly if needed.

5. Assessing Assignment Papers

- a. Students are to submit the assignments by the stipulated deadline to respective lecturers. Following which, lecturers are to grade the assignments and provide feedback to the students within two working weeks of the assignment due date.
- b. Administrative Manager is to upload the grades into the Student Management System to ensure that proper academic records are kept.

6. Marking of Examination Papers

- a. Upon completion of the examination, the designated markers will mark the answer scripts. Examination papers will thus be distributed to the designated markers for marking.
- b. Teachers are to sign on the Examination Invigilation and Tracking Form to acknowledge the number of scripts received and handed back after marking.

7. Moderation of Examination Papers

Courses with External Partners

- a. Upon marking of examination papers by the School's Teachers, sample scripts will be sent to the External Partners for moderation.
- b. Should there be any major discrepancies between the grades that the School's Teachers have assigned and those assigned by the External Partners, the Director of Studies will decide on the relevant course of action. This may include the sending of all scripts to External Partners for a comprehensive review and moderation.

- c. However, if there are no major discrepancies, the External Partner will inform the School that results can be released to students according to the grades given by the School's Teachers.

In-house Courses

- a. The marks that can be moderated on will only be for the essay assessment modes for the following courses:
 - i. Certificate in Foundation English
 - ii. Certificate in International English (Elementary to Advanced)
 - iii. Certificate in English Language (Level 1 to Level 3)
 - iv. Preparatory Course for Cambridge First Certificate in English (FCE)
 - v. Preparatory Course for Test of English as a Foreign Language (TOEFL)
 - vi. Preparatory Course for International English Language Testing System (IELTS)
- b. The marks that can be moderated on will only be for the report writing assessment mode for the following courses:
 - i. Diploma in Enterprise Operations and Entrepreneurship
 - ii. Advanced Diploma in Entrepreneurship and Enterprise Innovation
 - iii. Advanced Diploma in Marketing Technologies and Enterprise Branding
- c. Apart from the two components mentioned above, marks given are fixed as teachers mark according to the answer keys given.
- d. The Director of Studies or an AEB Member will do a check on 50% of assessments marked to see that marks given are justified. Should there be more than 50% failures or Distinctions from the samples sighted, a moderation process will take place as stated below:
 - i. Each assessment material for the level will be marked by two members of the Academic and Examination Board. The marks will then be averaged and compared to the marks given by the teacher.

- ii. If there is a discrepancy (more than 3 marks), between the marks given by the teacher and the marks given by the moderators, the average of the two marks will be taken.
- iii. If the discrepancy is less than 3 marks, the moderators will discuss among themselves to decide on the marks to be given.
- iv. Any major discrepancies between the original and moderator's mark, action plan and decision made for moderation should be documented in the Moderation Form.
- e. Once the Academic and Examination Board representative not involved in the re-marking process, is satisfied that the marks moderated are justified, the moderation process ends. The decision of the Academic and Examination Board is final.
- f. The Academic and Examination Board will also carry out moderation should the School receive a complaint from a student regarding unfair distribution of marks.
- g. If there are no major discrepancies, results can be released to students according to the grades given by the original marker.
- h. The Academic and Examination Board representative will approve and sign off on the Moderation Form.

8. Storage and reproduction of assessment materials

- a. The Administrative Manager is to print the requisite copies of examination papers at least 3 days prior to the examination date.
- b. The Administrative Manager shall ensure that all examination papers are printed in a secured location and that students / teachers have no access to (while the printing is on-going).
- c. Upon printing, the Administrative Manager shall document the number of copies printed in the Examination Invigilation and Tracking Form, and seal and store the examination papers in a secure location.
- d. At no time shall any examination papers be left un-attended.

9. Assessment results, appeals and awards

- a. Upon completion of the marking and moderation of examination papers, the Administrative Manager will release the examination results to all students.

- b. If students have met all the graduation requirements, their names would also be submitted to the AEB and/or academic partners for their approval prior to the release to students. All such approval will need to be documented in the Academic and Examination Board Meeting Minutes.
- c. Final examination results and awards must be released within three months upon completion of the final examination and/or assignment of the course for both in-house courses and courses with External Partners.
- d. Dissemination of awards can be in the form of information provided to students. Actual graduation would not fall under the 3 months' timeframe.
- e. The Administrative Manager will notify students through email of the release of their assessment results and inform them to collect their certificates and transcripts, and awards (if any).
- f. The students will be informed about the release of assessment results, awards and appeal procedures through the student handbook and during student orientation.
- g. The following is the appeal procedure:

Courses with External Partners

- i. Upon release of results, students who are dissatisfied with the outcome may submit an Appeal Request Form to the Administrative Manager. This is to be done within 7 working days of the release of examination results.
- ii. The Administrative Manager is to acknowledge the receipt of the Appeal Request Form within 3 working days and proceed to submit the appeal to the External Partner.
- iii. All decisions made by the External Partner are subject to their appeal processes, and approved decisions are final.
- iv. The AEB is to review and endorse the appeal results before the Administrative Manager informs the students of the appeal outcome within 4 weeks from the date of appeal.
- v. Any amendments to the results slips will be made by the Administrative Manager. The amended results slips will be submitted to the DOS for approval.

In-house Courses

- vi. Upon release of results, students who are dissatisfied with the outcome may submit an Appeal Request Form to the Administrative Manager. This is to be done within 7 working days of the release of examination results.

- vii. The Administrative Manager is to acknowledge the receipt of the Appeal Request Form within 3 working days and proceed to submit the appeal to the DOS.
- viii. The DOS is to review the appeal request and decide if it is a valid appeal. If the request qualifies for an appeal, a different marker will re-mark the paper. Comments in relation to the re-mark must be stated in the Appeal Request Form, which would be circulated to the AEB for review and approval.
- ix. All decisions made by the AEB are final. An AEB representative will sign off on the Appeal Request Form.
- x. The Administrative Manager will inform the student of the final decision within 4 weeks from the date of the appeal.
- xi. Any amendments to the results slip as an outcome of the appeal will be made by the Administrative Manager. The amended results slips will be submitted to the DOS for approval.

10. Special Provisions on Assessments

- a. Supplementary Examination (if applicable)
 - i. After a student fails the first examination, the Administrative Manager will inform the student of the supplementary examination date and collect the supplementary fee (if any) from the student.
- b. Deferred Sitting of Examinations
 - i. Student is to submit a request for deferred sitting of examinations and submit any supporting documents to support his/her case.
 - ii. The DOS will review the request and make the decision to allow or disallow the student to defer his/her examination.
 - iii. For deferred exams, the process outlined for assessments will be followed.
 - iv. For courses with External Partners, the decision to allow deference of examination lies with the university partner and their policy on deferment of examinations.
- c. Other Special Provisions on Assessments
 - i. For any extensions of assignment submission dates and/or any special examination arrangements, Students may submit a request for special provision to the School, together with any supporting documents, via any of the School's communication channels.

11. Assessment plans

- a. As part of the development of courses, important assessment information such as the mode of assessments, relative weightings, pre-requisites for each module and the course / programme structures are to be given to students. This information should be detailed in the Student Handbook.
- b. The detailed examination and/or assessment timetables are also to be given to students.

12. Checking Integrity of Examination Papers

- a. On the day of the examination, the Administrative Manager shall check the examination papers to ensure that they have not been tampered with. Any inconsistencies must be reported to the DOS immediately.
- b. In the event of leakage of examination questions, AEB may decide to cancel the examination and postpone the examination until the completion of investigations.

13. Collection of Examination Paper and Inspection of Examination Venue

- a. Upon ensuring that the examination papers have not been tampered with, the Administrative Manager shall collect the respective examination papers and hand them over to the Invigilators, who would acknowledge receipt on the Examination Invigilation and Tracking Form.
- b. Invigilators must be present at the examination venue at least 30 minutes before the start of the examination and notify the Administrative Manager should there be issues with the examination venue and/or issues with conflict of interest as stated in the Invigilator's Guide.

14. Conduct of Examination

- a. All Invigilators are to read out the Rules of the Examination prior to the start of the examination.
- b. Invigilators must ensure that the rules and regulations are adhered to during the duration of the examination. Any incidents during the examination must be highlighted and noted down in the Examination Incident Report and reported to the DOS.
- c. At the end of the examination, Invigilators will collect all examination papers and count the number of scripts to ensure that all copies are accounted for. The number of scripts collected should then be documented in the Examination Invigilation and Tracking Form.
- d. Next, Invigilators should hand the scripts and Examination Invigilation and Tracking Form back to the Administrative Manager for safe keeping.

15. Approval of awards from awarding authority (if applicable)

- a. All awards (i.e., certificates) given must be approved by the relevant authorities.
- b. Administrative Manager would also need to ensure that the course titles registered are identical to the awards to be given.
- c. Upon completion of the checks, the list of awards for internal courses would be passed on to the AEB for approval.
- d. For the list of awards for the external courses (i.e., those issued by the academic partners), it would be passed on to the academic partners for their approval, processing, and issuance after approval by the School's AEB.

16. Approval of major assessment papers and awards

- a. Approval of major assessment papers
 - i. Examination papers set for in-house courses will be submitted along with the Assessment Coverage Form to the DOS and AEB Members, who would check the format and content of the paper based on the following guidelines:
 - Questions are set at appropriate standards for assessing students' skills and are aligned with approved learning outcomes as stated in the approved curriculum.
 - Instructions to complete the examination paper are clear, concise and consistent
 - Coverage of topics are suitably varied
 - Examination papers are coherent
 - Examination papers are relevant to course contents
 - ii. Should there be changes required, the Administrative Manager will inform respective teachers to follow up. Teachers will then resubmit the papers based on the comments given by the DOS and AEB Members.
 - iii. Revised papers should then be re-submitted to the DOS and AEB Members for their final review.
 - iv. All examination papers should be finalized at least 2 weeks prior to the examination date. The Administrative Manager shall consolidate all master copies of the finalized examination papers.
 - v. The Administrative Manager is to compile a list of students who are up for progression to the next level / are to be awarded course completion certificates. The Administrative Manager is to conduct a preliminary round of checking to ensure that students meet the progression/award criteria as communicated to them before course commencement.

- b. Progression and award of certificates
 - i. After which, the list of progression/award students (including the achievement of award criteria) should be reviewed and endorsed by the AEB.
 - ii. All awards have to be approved by the AEB before students are awarded the certificate, to ensure consistent standards and integrity of courses offered.
 - iii. Upon AEB approval, the Administrative Manager will print out the certificates based on the approved list of graduating students.
 - iv. For external partner courses, the certificate will be issued by the awarding body.
 - v. Students would then be informed to collect their certificates from the Administrative Manager. A duplicate of the certificate would also be filed in the Student's P-File.

17. Post-assessment analysis for course review

- a. Post-assessment analysis should be conducted and utilized as part of the course review.
- b. Module Assessment Results, in areas of Examination Passing Rate and Quality of Passes with reference to Benchmark Targets that are taken from the Performance Outcome Report, with the Post Assessment Analysis of each individual Module, should be analysed and reviewed within the Course Review Report.
- c. To provide a deeper analysis, the post assessment analysis should identify and analyse the trends and contributing factors that have influenced student assessment performance and outcomes. It should also determine areas for improvement to support continual enhancement of teaching and learning outcomes.
- d. Action plans, if any, should be developed to help improve any weaker areas or academic elements, including curriculum, resources and delivery.

18. Review of Student Assessment for Continual Improvement

- a. The Process Owners will review their policies and processes at least once a year for continual improvement as part of the internal review through the Internal Review Report.
- b. The Independent Internal Assessor will also review the policy and processes at least once a year during the Internal Assessment Process with details documented in the Internal Assessment Report.

SYSTEMS & REVIEW

Refer to internal review report.

ANNEX**Assessment, Grading and Award Criteria:****❖ Certificate in International English (All Levels)**

Assessment:

- Besides the two termly tests, students are also assessed based on:
 - Presentations: Each student is to do two presentations in a term, an individual presentation and a group presentation. Marks for these presentations will be considered under 'ASSIGNMENTS' which makes up 30% of the student's final marks.
 - Essays: It is compulsory for students of EIS to write a minimum of 8 essays per term. Marks for the essays will be considered under 'ASSIGNMENTS' which makes up 30% of the student's final marks.
- The percentage breakdown for the final result is as follows:

Item	Percentage
Mid-Term Test	20%
Final Term Test	40%
Assignments	30%
Class Participation	10%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64
Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

- Pass the overall grading.
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

❖ **Certificate in Foundation English**

Assessment:

- Besides the two termly tests, students are also assessed based on:
 - Presentations: Each student is to do two presentations in a term, an individual presentation and a group presentation. Marks for these presentations will be considered under 'ASSIGNMENTS' which makes up 30% of the student's final marks.
 - Essays: It is compulsory for students of EIS to write a minimum of 8 essays per term. Marks for the essays will be considered under 'ASSIGNMENTS' which makes up 30% of the student's final marks.
- The percentage breakdown for the final result is as follows:

Item	Percentage
Mid-Term Test	20%
Final Term Test	40%
Assignments	30%
Class Participation	10%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64
Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

For Certificate in Foundation English – Level 1:

- Pass the Certificate in Foundation English – Level 1 examination
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

For Certificate in Foundation English – Level 2:

- Pass the Certificate in Foundation English – Level 2 examination
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

For Certificate in Foundation English – Level 3:

- Pass the Certificate in Foundation English – Level 3 examination
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

For Certificate in Foundation English – Level 4:

- Pass the Certificate in Foundation English – Level 4 examination
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

❖ **Certificate in English Language (All Levels)**

Assessment:

- Please refer to the calendar in your class for exact assignment and presentation dates.
- Besides the two termly tests, Certificate in English Language (Level 3) students are also assessed based on:
 - Presentations: Every student is to do one presentation in the final week of his/her course of study. Marks for the presentation, which makes up 10% of the student's final marks, will be included under 'Final Portfolio & Oral Presentation'.
- The percentage breakdown for the final result is as follows:

Certificate in English Language (Level 1):

Item	Percentage
Mid-Course Integrated Skills Test	40%
Final Integrated Skills Assessment	60%
TOTAL	100%

Certificate in English Language (Level 2):

Item	Percentage
Mid-Course Integrated Skills Test	40%
Final Integrated Skills Assessment	60%
TOTAL	100%

Certificate in English Language (Level 3):

Item	Percentage
Mid-Course Integrated Skills Test	40%
Final Portfolio & Oral Presentation	60%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64

Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

- Pass the overall grading.
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

❖ **Preparatory Course for Cambridge First Certificate in English (FCE)**

Assessment:

- Besides the two termly tests, students are also assessed based on:
 - Presentations: Each student is to do two presentations in a term, an individual presentation and a group presentation. Marks for these presentations will be considered under 'ASSIGNMENTS' which makes up 30% of the student's final marks.
 - Essays: It is compulsory for students of EIS to write a minimum of 8 essays per term. Marks for the essays will be considered under 'ASSIGNMENTS' which makes up 30% of the student's final marks.
- The percentage breakdown for the final result is as follows:

Item	Percentage
Mid-Term Test	20%
Final Term Test	40%
Assignments	30%
Class Participation	10%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64
Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

- Pass the overall grading.
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

❖ **Preparatory Course for Test of English as a Foreign Language (TOEFL)**

Assessment:

- Besides the two termly tests, students are also assessed based on:
 - Presentations: Each student is to do two presentations in a term, an individual presentation and a group presentation. Marks for these presentations will be considered under 'ASSIGNMENTS' which makes up 30% of the student's final marks.
 - Essays: It is compulsory for students of EIS to write a minimum of 8 essays per term. Marks for the essays will be considered under 'ASSIGNMENTS' which makes up 30% of the student's final marks.
- The percentage breakdown for the final result is as follows:

Item	Percentage
Mid-Term Test	20%
Final Term Test	40%
Assignments	30%
Class Participation	10%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64
Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

- Pass the overall grading.
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

❖ **Preparatory Course for International English Language Testing System (IELTS)**

Assessment:

- Besides the two termly tests, students are also assessed based on:
 - Presentations: Each student is to do two presentations in a term, an individual presentation and a group presentation, each carrying 10% of student's final marks. Marks for these presentations will be considered under 'ASSIGNMENTS' which makes up 40% of the student's final marks.
 - Essays: It is compulsory for students of EIS to write a minimum of 8 essays per term which makes up 20% of student's final marks. Marks for the essays will be considered under 'ASSIGNMENTS' which makes up 40% of the student's final marks.
 - Project Work: Students will also do a project work which will make up 10% of the student's final marks.
- The percentage breakdown for the final result is as follows:

Item	Percentage
Mid-Term Test	20%
Final Term Test	30%
Individual Presentations	10%
Group Presentation	10%
Essay	20%
Project Work	10%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64
Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

- Pass the overall grading.

- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

❖ **Preparatory Course for Singapore Cambridge General Certificate of Education (Ordinary level)****Assessment:**

- Besides the two termly tests, students are also assessed based on:
 - Presentations: Each student is to do two presentations in a term, an individual presentation and a group presentation. Marks for these presentations will be considered under 'ASSIGNMENTS' which makes up 30% of the student's final marks.
 - Essays: It is compulsory for students of EIS to write a minimum of 8 essays per term. Marks for the essays will be considered under 'ASSIGNMENTS' which makes up 30% of the student's final marks.
- The percentage breakdown for the final result is as follows:

Item	Percentage
Mid-Term Test	50%
Final Term Test	50%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64
Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

- Pass both Mid-Term and Final Term Exam.
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

❖ **Preparatory Course for Admission to Government Schools (P2-P5, S1-S3)**

Assessment:

- The course assessment will be based on two assessments, a mid-term examination and a final-term examination for English and Mathematics. The assessment results will be included in the final report.
- The percentage breakdown for the final result is as follows:

Item	Percentage
Mid-Term Test	50%
Final Term Test	50%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64
Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

- Pass the overall grading.
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

❖ **Diploma in Enterprise Operations and Entrepreneurship**

Assessment:

- The course assessment will be based on two written assignments, a group project, an individual presentation, written examination and class participation.
- The percentage breakdown for the final result is as follows:

Item	Percentage
2 Written Assignments	20%
Group Project	15%
Individual Presentation	10%
Class Participation	5%
Written Examination	50%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64
Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

- Obtain a Pass in all Assessment Components
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

❖ **Advanced Diploma in Entrepreneurship and Enterprise Innovation**

Assessment:

- The course assessment will be based on two written assignments, a group project, an individual presentation, written examination and class participation.
- The percentage breakdown for the final result is as follows:

Item	Percentage
2 Written Assignments	20%
Group Project	15%
Individual Presentation	10%
Class Participation	5%
Written Examination	50%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64
Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

- Obtain a Pass in all Assessment Components
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)

❖ **Advanced Diploma in Marketing Technologies and Enterprise Branding**

Assessment:

- The course assessment will be based on two written assignments, a group project, an individual presentation, written examination and class participation.
- The percentage breakdown for the final result is as follows:

Item	Percentage
2 Written Assignments	20%
Group Project	15%
Individual Presentation	10%
Class Participation	5%
Written Examination	50%
TOTAL	100%

Performance Grading:

Grades	Marks
Distinction	80 – 100
Credit	65 – 79
Pass	50 – 64
Fail	0 – 49
Absent	ABSENT

Award Criteria for Course Completion:

- Obtain a Pass in all Assessment Components
- Keep attendance above 90% (for Student's Pass holders)
- Keep attendance above 75% (for non-Student's Pass holders)