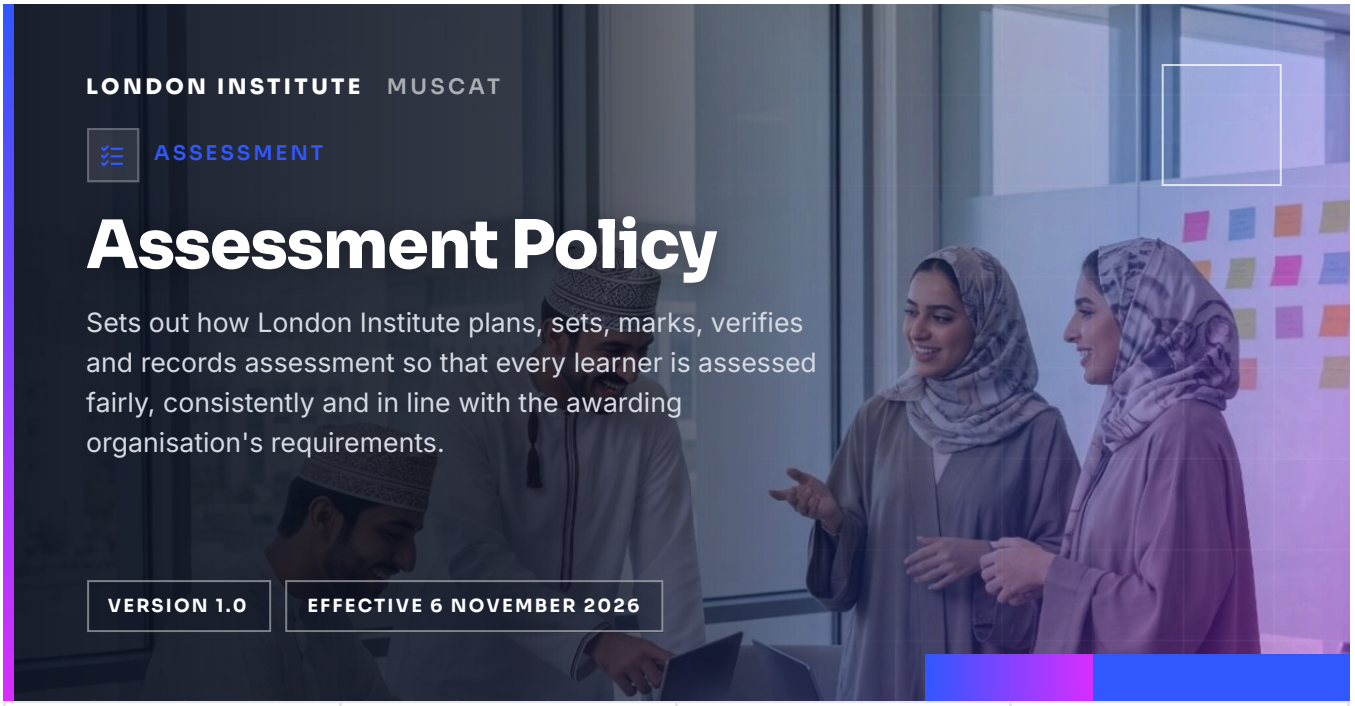


LONDON INSTITUTE MUSCAT

ASSESSMENT

Assessment Policy

Sets out how London Institute plans, sets, marks, verifies and records assessment so that every learner is assessed fairly, consistently and in line with the awarding organisation's requirements.

VERSION 1.0 | EFFECTIVE 6 NOVEMBER 2026

DOCUMENT	LONDON INSTITUTE VERSION	INTERNAL APPROVAL	EFFECTIVE DATE
Assessment Policy	1.0	Mr. Issa Al Azri, Head of Centre	6 November 2026
POLICY OWNER	**AUDIENCE**	**NEXT REVIEW**	**CENTRE**
Quality Nominee	Learners, parents and staff	November 2027	Al Nahda Training Institute LLC, trading as London Institute

01 Scope

This policy applies to all learners, assessors, internal verifiers and managers involved in internally assessed units on Foundation, Diploma, Extended Diploma, Higher Diploma and Advanced Higher Diploma programmes delivered by London Institute in Muscat, whether taught on campus, online or through blended learning.

02 Principles

- Assessment is valid, reliable, fair and transparent, and is carried out only against the published assessment and grading criteria.
- Learners know in advance what they will be assessed on, how, and when.
- Assessment decisions are made only by staff who are trained and competent to assess the unit, and are checked through internal verification.
- Learners' work must be their own. Authenticity is confirmed for every summative submission.
- Achievement is never capped as a penalty for late submission.

03 Roles and responsibilities

ROLE	RESPONSIBILITIES
Head of Centre	Overall accountability for assessment integrity; authorises special consideration applications and malpractice reports to the awarding organisation.
Quality Nominee	Main contact with the awarding organisation for quality assurance; maintains this policy; monitors compliance; coordinates standards verification and external examination.
Lead Internal Verifier (one per subject area, appointed annually)	Signs off the annual assessment plan; ensures every assignment brief is verified before issue; authorises resubmissions and retakes; leads standardisation; samples assessment decisions.
Assessors	Set work only from verified briefs; give clear deadlines; assess against the criteria; give written feedback; confirm authenticity; keep accurate records.
Examinations Officer	Learner registration, entries and certification claims on the awarding organisation's systems within published deadlines; keeps registration and certification records.
Learners	Submit their own work by the deadline; sign the declaration of authenticity; acknowledge any permitted AI use and sources; raise problems early.

04 Registration

Learners are registered with the awarding organisation on the correct programme before teaching and before any assessment takes place. Registration details are kept accurate, and withdrawals, transfers and changes are notified promptly.

05 Planning assessment

- An assessment plan is produced for every programme and cohort at the start of the year and signed off by the Lead Internal Verifier.
- Deadlines are spread across the programme so that learners are not overloaded at any one point.
- Every assignment brief is checked by an internal verifier before it is issued. Briefs state the unit, learning outcomes and criteria covered, the task, the evidence required, the issue date and the submission deadline.
- Learning outcomes are not split across assignments in a way that makes Merit or Distinction harder to reach.

06 Submitting work

- Each assignment has one formal submission, with a signed and dated declaration of authenticity from the learner. The assessor also confirms they are satisfied the work is the learner's own.
- Work is submitted through the centre's learning platform or as directed on the brief, and a receipt is given.
- Learners may receive formative feedback before the deadline. Formative feedback does not tell the learner how to meet specific criteria, and is recorded.
- Word counts are guidance only. Learners are not marked down for falling short of, or exceeding, a word count.

07 Deadlines, extensions and late work

- Extensions are given only for valid reasons (for example illness, bereavement or another serious event outside the learner's control). The learner applies before the deadline, with evidence where possible, and the Lead Internal Verifier decides. An agreed extension becomes the new deadline.
- Work submitted late without an agreed extension is still assessed and graded normally, but the learner loses the right to a resubmission for that assignment.
- Where circumstances affect a learner's performance, the Reasonable Adjustments and Special Consideration Policy applies.

08 Assessment decisions and feedback

- Assessors judge the evidence only against the published assessment and grading criteria for the unit.
- Learners receive written feedback, normally within 15 working days of the deadline, that explains which criteria have and have not been met and why.
- Assessment decisions are provisional until internal verification and, where it applies, external quality assurance are complete.

09 Resubmission

A learner may be given one resubmission opportunity for an assignment. The Lead Internal Verifier must authorise it, and it is allowed only if all of the following apply:

- the learner met the original deadline (or an agreed extension);
- the learner and the assessor signed the declarations of authenticity;
- the assessor judges that the learner can improve the evidence without further guidance.

The resubmission must be completed within a maximum of 15 working days of the learner receiving the assessment decision, within the same academic year.

PROGRAMME	GRADES AVAILABLE ON RESUBMISSION
Diploma and extended diploma programmes	All criteria (Pass, Merit and Distinction) remain available.
Higher diploma and advanced higher diploma programmes	The unit grade for resubmitted work is capped at Pass.

10 Retakes and repeat units

- Diploma and extended diploma programmes: if a learner has still not achieved all Pass criteria after resubmission, the Lead Internal Verifier may authorise one retake. The retake is a new assignment targeting only the Pass criteria not yet achieved, and only Pass can be awarded.
- Higher diploma and advanced higher diploma programmes: a learner who does not pass a unit after resubmission may be offered a repeat of the unit (or a new assignment) where the programme regulations allow. The grade is capped at Pass.

11 Internal verification and external quality assurance

- An annual internal verification schedule, linked to the assessment plan, is agreed at the start of each programme.
- Internal verifiers sample assessment decisions across every programme, unit, assessor, cohort and delivery mode. Nobody verifies their own assignments or assessment decisions.
- Assessors and verifiers take part in standardisation at least once a year.
- Samples are provided to the awarding organisation's external quality assurers by the published deadlines.

12 Certification

Certificates are claimed only for achievement that has been assessed, internally verified and, where required, externally quality assured. Claims are made within the awarding organisation's deadlines and the certificates received are checked against the claims.

13 Records

- Learner registration and certification records are kept securely for three years after certification.
- Assessment and internal verification records are kept securely and made available to the awarding organisation on request.
- Learner work is kept securely until certification is complete and any quality assurance activity, appeal or investigation has finished.

14 Related policies

Academic Integrity, Plagiarism and AI Use Policy; Academic Appeals Procedure; Reasonable Adjustments and Special Consideration Policy; Learner Handbook.

DOCUMENT HISTORY	Version 1.0 — internally approved by Mr. Issa Al Azri, Head of Centre. Effective 6 November 2026.