

SOP Template: Student Assessment Planning and Scheduling

1. Purpose

This SOP details the process of **student assessment planning and scheduling**, covering the development of assessment calendars, coordination with instructors and students, allocation of resources and venues, timelines for submissions and evaluations, and communication of schedules to all stakeholders. The objective is to ensure a systematic and efficient approach to assessing student performance, promoting fairness, transparency, and timely completion of assessments.

2. Scope

This procedure applies to all academic departments, course instructors, administrative staff, and students involved in student assessments.

3. Responsibilities

Role	Responsibility
Assessment Coordinator	Oversee scheduling and planning; ensure policies are followed.
Course Instructors	Provide assessment requirements, review and approve schedules.
Administrative Staff	Book venues, circulate schedules, arrange resources.
Students	Review assessment schedules and adhere to submission deadlines.

4. Procedure

- Assessment Calendar Development**
 - Collect assessment requirements from all course instructors at semester start.
 - Draft an initial assessment calendar, noting all proposed dates and formats.
 - Review for conflicts, peak loads, and feasibility.
- Coordination with Stakeholders**
 - Share proposed assessment calendar with instructors for feedback.
 - Consult venue/resource administrators for booking availability.
 - Amend calendar as needed based on input.
- Resource and Venue Allocation**
 - Assign assessment venues (classrooms, labs, online platforms).
 - Ensure necessary materials (exam papers, invigilators, technology) are in place.
- Timeline Finalization and Communication**
 - Establish and document deadlines for student submissions and evaluator feedback.
 - Circulate the finalized assessment calendar to all stakeholders (faculty, students, admin staff).
 - Publish schedules via official channels (emails, student portals, notice boards).
- Monitoring and Adjustments**
 - Monitor adherence to schedules and address emerging challenges promptly.
 - Communicate any changes immediately to all impacted parties.

5. Documentation and Records

- Finalized assessment calendar (stored electronically and/or physical copy).
- Records of communications and approvals.
- Venue/resource booking confirmations.
- Assessment submission and evaluation logs.

6. Communication

- Assessment schedules and updates communicated via official emails, student portals, and notice boards.
- Stakeholder queries addressed by the Assessment Coordinator within 48 hours.

7. Review and Continuous Improvement

- Assessment planning process reviewed annually for improvements.
- Feedback collected from instructors, students, and staff inform revisions.

Last reviewed: [Insert Date]