

SOP: Grading, Assessment, and Exam Record Documentation

This SOP details the processes for **grading, assessment, and exam record documentation**, encompassing standardized grading criteria, accurate assessment procedures, secure and organized exam record-keeping, timely updating of student performance data, and compliance with educational policies. The goal is to ensure transparency, consistency, and integrity in evaluating academic performance and maintaining comprehensive records for future reference and reporting.

1. Purpose

To establish standardized procedures for grading, assessment, and documentation of exam records, ensuring accuracy, transparency, and consistency in line with institutional and regulatory requirements.

2. Scope

This SOP applies to all faculty, teaching staff, exam coordinators, and administrative personnel involved in student evaluation and record-keeping.

3. Definitions

- **Assessment:** The process of measuring student learning via exams, projects, assignments, and other evaluative tools.
- **Grading:** Assigning marks/grades based on standardized rubrics or criteria.
- **Exam Record Documentation:** Maintaining organized, secure records of student exam results and performance data.

4. Responsibilities

- **Faculty/Teachers:** Develop assessment tools, mark and evaluate student performance, enter grades promptly.
- **Exam Coordinators:** Ensure secure administration and collection of exam papers, oversee record documentation.
- **Administrative Staff:** Maintain and update academic records, help ensure compliance with institutional policies.

5. Procedures

1. **Develop Standardized Grading Criteria**
 - Design rubrics and marking schemes aligned with course objectives and institutional policy.
 - Share grading criteria with students at the start of the course/assessment.
2. **Conduct Assessments**
 - Schedule and administer assessments as per academic calendar.
 - Ensure all assessments are conducted fairly and consistently.
3. **Grade Evaluations**
 - Grade student work using pre-established rubrics.
 - Provide timely and constructive feedback to students.
4. **Document Exam Records**
 - Record grades and assessment outcomes in the official student record system within 5 working days of assessment completion.
 - Maintain both digital and/or physical copies as per data protection policies.
5. **Secure Record-Keeping**
 - Ensure electronic records are stored in password-protected systems, with regular backups performed.
 - Physical records must be kept in locked, access-controlled archives.
6. **Update and Report Student Data**
 - Regularly update cumulative student performance records.
 - Prepare and submit reports for academic review and compliance as required.
7. **Ensure Policy Compliance**
 - Adhere to institutional, legal, and accreditation standards regarding grading and record-keeping.

6. Confidentiality & Security

- All student records and grades are confidential and must only be accessed by authorized personnel.
- Compliance with data protection laws (e.g., FERPA, GDPR) is mandatory.

7. Review & Continuous Improvement

- This SOP will be reviewed biennially or as required to ensure alignment with best practices and policy changes.
- Feedback from stakeholders is encouraged for ongoing process improvement.

8. References

- Institutional grading policy documents
- National education standards/regulations
- Data protection and records management guidelines

9. Appendix

- Sample grading rubric
- Assessment timeline template
- Record-keeping checklist