

SOP: Communication of Assessment Criteria and Guidelines to Students

This SOP details the **communication of assessment criteria and guidelines to students**, ensuring clarity and transparency in evaluation processes. It encompasses the timely dissemination of assessment objectives, grading rubrics, submission deadlines, and academic integrity expectations. The procedure aims to enhance student understanding, promote fairness, and facilitate effective learning outcomes through structured and consistent communication methods.

1. Purpose

To ensure that all students receive clear, timely, and consistent information regarding assessment criteria, guidelines, and expectations, thereby promoting transparency, fairness, and effective learning.

2. Scope

This SOP applies to all faculty, lecturers, and teaching staff responsible for developing, delivering, or managing assessments in academic courses or programs.

3. Responsibilities

- **Course Instructors:** Prepare and provide assessment details.
- **Academic Coordinators:** Ensure standardization across courses.
- **Students:** Review and seek clarification on assessment criteria as needed.

4. Procedure

1. **Preparation of Assessment Documents**
 - Define clear objectives, marking schemes, and evaluation rubrics for each assessment item.
 - Draft guidelines specifying submission format, deadlines, and academic integrity requirements.
2. **Communication Timeline**
 - Share assessment criteria and guidelines at least one week before the assessment is assigned or due.
3. **Communication Channels**
 - Upload documents to the official Learning Management System (LMS).
 - Announce via class email/notice board and during class sessions.
4. **Clarification and Support**
 - Hold a Q&A (in-person or online) to address student queries.
 - Offer individual or group consultations if needed.
5. **Ongoing Review**
 - Solicit student feedback post-assessment to refine communication practices.

5. Documentation

- Assessment criteria and guidelines documents
- Grading rubrics
- Records of communication (emails, LMS postings, announcements)
- FAQs and clarifications provided

6. Review and Updates

This SOP shall be reviewed annually or as necessary to incorporate best practices or changes in institutional policy.

7. References

- Academic Integrity Policy
- Assessment Policy and Procedures Manual