

SOP: Grading and Evaluation Procedures

This SOP details the **grading and evaluation procedures**, including criteria for assessment, standardization of grading scales, methods for evaluating performance, documentation and record-keeping practices, quality control measures, and feedback mechanisms. The aim is to ensure fair, consistent, and transparent evaluation processes that accurately reflect the quality and performance standards required.

1. Purpose

To establish standardized procedures for grading and evaluation, ensuring fairness, consistency, accuracy, and transparency in all assessments.

2. Scope

This SOP applies to all evaluators, instructors, and administrative staff involved in the assessment and grading of students or trainees.

3. Assessment Criteria

- Assessment criteria must be clearly defined and provided to students in advance.
- Each assessment should align with learning objectives and required competencies.
- Criteria should cover knowledge, skills, participation, project work, and other relevant parameters.

4. Standardization of Grading Scales

| Grade | Percentage Range | Description |
|-------|------------------|---------------|
| A | 90-100% | Excellent |
| B | 80-89% | Good |
| C | 70-79% | Average |
| D | 60-69% | Below Average |
| F | 0-59% | Fail |

All evaluators must adhere to the standardized grading scale.

5. Evaluation Methods

- Written exams, assignments, presentations, practical demonstrations, participation, projects, or other methods as appropriate.
- Rubrics and marking schemes should be used where applicable.
- Double-marking or moderation may be implemented to ensure consistency.

6. Documentation and Record-Keeping

- All assessment grades and feedback must be securely documented in the official records management system.
- Records should be retained as per institutional policy for audit and review purposes.
- Confidentiality and data protection standards must be maintained.

7. Quality Control Measures

- Periodic review and moderation of assessments by qualified staff.
- Annual audits of grading patterns to detect and correct inconsistencies or biases.
- Staff training on assessment and grading best practices.

8. Feedback Mechanisms

- Timely, constructive feedback given to students for all major assessments.
- Opportunities for students to seek clarification or appeal grades following established procedures.
- Surveys or feedback forms to continually improve assessment processes.

9. Review and Revision

This SOP should be reviewed annually or as required to ensure continued relevance and compliance with best practices and regulatory requirements.

10. Approval and Implementation

- This SOP becomes effective upon approval by the authorized body.
- All staff involved in grading and evaluation must be trained on this SOP.