

DOCUMENT TITLE	Assessment Procedure	DOCUMENT Ref. GLTI/PR/QA -02
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INTRODUCTION

Assessment procedures for a training institute can include a variety of methods to evaluate the effectiveness of the training and the progress of the trainees; these procedures include:

1. Pre- and post-training assessments: These assessments are used to measure the trainees' knowledge and skills before and after the training, in order to determine the effectiveness of the training program.
2. Tests and quizzes: These assessments can be used to evaluate the trainees' understanding of the material covered in the training.
3. Skill demonstrations: Trainees may be asked to demonstrate their newly acquired skills in a simulated or real-world setting.
4. Self-assessments: Trainees may be asked to evaluate their own progress and understanding of the material.
5. Peer evaluations: Trainees may be asked to evaluate the progress and understanding of their classmates.
6. On-Job Training (OJT) evaluations: The trainees' performance can be evaluated based on how well they apply their newly acquired skills on the job after training.
7. Follow-up evaluations: Follow-up evaluations can be done after a certain period of time after training to check if the trainees are still applying the knowledge and skills they acquired.
8. Surveys and feedback forms: These can be used to gather feedback from trainees on the content, delivery, and overall effectiveness of the training program.

This policy applies to all tutors, trainers, assessors, internal quality assurers and any other personnel associated with GLTI in delivering its qualifications and programs.

SCOPE

The policy aims to define and set guide lines for methods of evaluation for the effectiveness of the training and the progress of the trainees. This policy does not attempt to identify and cover each

possible assessment situation that may arise but provide some procedures that will allow the application of dealing with them.

WHAT IS ASSESSMENT PROCEDURE?

To produce a Quality Assured procedure; the Assessment procedure design and implementation involves several steps GLTI strive to put it in action, they are as follows:

1. Define the goals and objectives of the assessment. This includes identifying what specific knowledge or skills the assessment will measure and what the results will be used for.
2. Select the appropriate assessment method. This could be a test, survey, observation, or any other method that is suitable for measuring the knowledge or skills being assessed.
3. Develop the assessment instrument. This involves creating the test questions, survey questions, or other items that will be used to measure the knowledge or skills.
4. We at GLTI recommend to have a pilot test for the assessment instrument. This is done to ensure that the assessment is reliable and valid, and to identify and make any necessary revisions.
5. Administer the assessment. This can be done in a variety of ways, such as online, in-person, or through a combination of both.
6. Evaluate the results. This includes analyzing the data collected from the assessment and using it to make decisions about the individuals or groups being assessed.
7. Report the results and provide feedback. The results of the assessment should be reported in a clear and concise manner and feedback should be provided to individuals or groups being assessed.
8. Review and improve assessment procedure. Based on the results, feedbacks, the assessment procedure can be reviewed, fine-tuned and improved for better results.

RESPONSIBILITIES

It is the responsibility of all person's when involved in the assessment procedure (Internal Quality Assurer and Assessors) to conduct the assessment activities:

- ✚ So that the aims of GLTI assessment strategy are implemented.
- ✚ Ensure that they make their role clear and separate this from their other functions, as far as is possible.
- ✚ Monitor their activities, in order to maintain the integrity of the assessment.

MANAGING ASSESSMENT

In order to implement this policy, based on the course type and discipline. It may be required that appropriate actions are taken to eliminate biased processes by:

- ✚ Written & practical assessment must not be carried out by the course tutor.
- ✚ All assessments are carried out by qualified and approved assessors.

 Knowledge and theoretical based courses, their assessing will be carried by the following methods:

- Written Assessments.
- Observation: observing participation during the course.
- Practical assessment for courses that require physical demonstration of competency (such as proper usage of equipments).

POLICY REVIEW

GLTI review their policies and procedures on an annual basis and the next review is scheduled for:

 30th August 2023.