

Appraisal Policy

Version 1.2 (June 2024)

1. *Monitoring for Quality Assurance:*
 - a. Regular monitoring will be conducted to ensure the quality of the course¹ and the tutor's² performance.
 - b. Monitoring methods may include classroom observations, feedback surveys, and assessment evaluations.
 - c. The purpose of monitoring is to identify areas for improvement and provide necessary support to the tutor.
2. *Appraisal Principles for Tutors:*
 - a. Tutors should demonstrate professionalism, subject matter expertise, and effective teaching methods throughout the course.
 - b. Tutors should provide a supportive and inclusive learning environment, encouraging active participation and engagement from students.
 - c. Tutors should be accessible to students, offering timely feedback, guidance, and clarification when needed.
 - d. Tutors should adhere to the course curriculum, objectives, and assessment guidelines provided by the institution.
 - e. Tutors should continuously improve their teaching skills and stay updated with relevant subject matter developments.
3. *Student Self-Appraisal:*
 - a. Students will be encouraged to participate in self-appraisal activities to reflect on their progress, strengths, and areas for improvement.
 - b. Self-appraisal activities may include correction of own work, reflective journals, or presentations.
 - c. The purpose of student self-appraisal is to foster self-awareness, responsibility, and engagement in the learning process.
4. *Attendance Requirements:*
 - a. Students are required to maintain a minimum of 80% attendance to be eligible for course certification.
 - b. If a student falls below the 80% attendance threshold, they may be given the opportunity to make up for missed sessions through additional assignments or tasks as determined by the tutor.
5. *Complaints Procedure:*
 - a. Complaints or concerns regarding the course or tutor should be placed either via <https://nla.gov.mt/forms/> or directly submitted to the Agency's Director (Quality Assurance) as soon as possible on david.polidano@ilearn.edu.mt or 2598 3316.
 - b. Confidentiality and impartiality are guaranteed.
 - c. Complaints will be thoroughly investigated, and appropriate actions will be taken to address the issue.
 - d. Students will be provided with updates on the progress and resolution of their complaints.

¹ Course refers to the programme or course as accredited by the Accreditation Unit within the Directorate for Quality and Standards in Education (DQSE).

² Tutor refers to the person providing the course or programme, including Teacher, Resource Leader, Reading Animator, etc.