



GUYANA POLICE FORCE ACADEMY

GRADING POLICY

1. BACKGROUND

1.1. At the Guyana Police Force Academy our commitment to providing quality education and fostering a conducive learning environment is complemented by a robust and transparent Grading Policy. This policy is designed to ensure fairness, consistency, and accuracy in the assessment of student performance, reflecting our dedication to academic excellence and the holistic development of our students.

- **Fair and Equitable Assessment:** The Grading Policy is rooted in the belief that every student deserves a fair and equitable assessment of their academic achievements. It is our responsibility to ensure that grading is impartial and reflective of individual efforts and capabilities.
- **Motivation and Accountability:** Grades serve as a motivational tool and a measure of accountability for students. The policy aims to provide meaningful feedback, encouraging continuous improvement and a sense of responsibility for one's academic progress.
- **Quality Assurance:** The policy serves as a quality assurance mechanism, ensuring that our grading practices align with educational standards and promote a high level of rigor in academic programs.
- **Communication with Stakeholders:** Clear and transparent grading practices facilitate effective communication with students, parents, faculty, and administrators. The policy provides a shared understanding of the criteria and standards used to evaluate student performance.
- **Supportive Learning Environment:** The Grading Policy is designed to contribute to the creation of a supportive learning environment. By offering constructive feedback and recognizing achievements, we aim to motivate students and foster a positive attitude towards learning.

2. OBJECTIVE

2.1 The objective of this policy is as follows:

- **Establish Clear Grading Criteria:** Clearly define and communicate the grading criteria for assessments, projects, and examinations to ensure transparency and understanding among students and faculty.
- **Ensure Consistency Across Courses:** Promote consistency in grading practices across all courses and academic programs to minimize variations and maintain a fair and equitable assessment process.

- **Provide Timely and Constructive Feedback:** Facilitate the timely delivery of constructive feedback to students, allowing them to understand their academic performance, identify areas for improvement, and take proactive steps for enhancement.
- **Support Differentiated Learning:** Recognize and support diverse learning styles and achievements, ensuring that the grading system accommodates varied talents, efforts, and modes of academic expression.
- **Motivate and Encourage Continuous Improvement:** Motivate students to excel academically by providing positive reinforcement for achievements and encouraging a growth mindset that fosters continuous improvement.
- **Facilitate Communication:** Promote effective communication among faculty, students, parents, and administrators regarding grading standards, policies, and individual student performance, fostering a collaborative and informed educational community.
- **Ensure Privacy and Confidentiality:** Uphold the privacy and confidentiality of student records, ensuring that grading information is securely managed, and access is restricted to authorized individuals in compliance with legal and ethical standards.
- **Align with Educational Standards:** Ensure that the grading policy aligns with and reflects current educational standards, best practices, and the overall mission and goals of the Guyana Police Force Academy.
- **Promote Academic Rigor:** Maintain a grading system that upholds academic rigor, challenging students to meet high standards and preparing them for future academic and professional endeavors.
- **Encourage Student Accountability:** Foster a sense of responsibility and accountability among students for their academic performance, encouraging them to actively engage in their learning and take ownership of their educational journey.
- **Provide Guidance on Grade Calculation:** Clearly outline the methodology for calculating grades, including the weighting of different assessments, to ensure transparency and allow students to understand how their overall grade is determined.
- **Address Academic Dishonesty:** Establish procedures for addressing academic dishonesty, including plagiarism and cheating, to maintain the integrity of the grading system and uphold ethical standards.
- **Support Faculty Professional Development:** Provide ongoing professional development opportunities for faculty to enhance their understanding of effective grading practices, ensuring the consistent and fair application of standards.
- **Facilitate Fair and Inclusive Assessment:** Ensure that the grading policy promotes fairness and inclusivity, considering diverse backgrounds, learning needs, and abilities of students within the academic community.
- **Periodic Review and Revision:** Conduct regular reviews of the grading policy to assess its effectiveness, relevance, and alignment with evolving educational standards, making necessary revisions to enhance its impact on student learning.

By achieving these objectives, Guyana Police Force Academy aims to establish a grading policy that contributes to a positive and effective learning environment, supports student success, and upholds the institution's commitment to academic excellence.

3. POLICY STATEMENT

3.1 The Guyana Police Force Academy is committed to providing quality education is fortified by a transparent and equitable Grading Policy. This policy serves as a cornerstone in our pursuit of academic excellence, emphasizing fairness, consistency, and constructive feedback in the assessment of student performance. Aligned with our institutional values, this policy seeks to create an environment that motivates, supports, and recognizes the diverse achievements of our student body.

4. SCOPE

4.1 Grading

The standard policy adopted by the Academy regarding marking of assignments is that all assignments are to be marked by the lecturer/programme official who would have provided the assignments. The marking of completed multiple choice examinations would be guided by the answers on a Master Answer Sheet, while the marking of essay forms of answers would be guided by a marking scheme to be developed by the lecturer/programme official. It is the requirement of the Academy that the content of the marking scheme be made known to the students. Further, clear, and legible written comments are to be provided on examination scripts and coursework written assignments to facilitate an understanding of the arrival at a final score.

4.2 Recording

- A numerical recording of the score achieved by the student shall be registered on the first page of the student answer sheet. This information shall then be recorded on a spread sheet consisting of the names of all students along with their respective scores obtained in other assignments.
- All marked examination scripts, past examination question papers, past multiple-choice examinations, and records of examination results shall be kept in a safe and secure environment, which is protected from all forms of hazards. In accordance with the policy of the Academy, these training-related records would be retained for between ten (10) to fifteen (15) years, depending on the level of importance of the records.

4.3 Grading System and Quality Points

1. Students will be graded on a standard A-C scale, which includes pluses and minuses. Each letter grade is assigned quality points according to the following table.

A+	95% and above
A-	90% -94.9%
B+	85%-89.9%
B-	80%-84.9%
C+	75%-79.9%

C-	70%-74.9%
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- Any grade below seventy percent (70%) is a failed grade.

4.4 Final Examinations

- At the Guyana Police Force Academy all courses must be concluded with a final examination that stresses the integration of the course material and course work, unless inapplicable to the subject matter.
- The dates for final examinations are given to ranks at least two months in advance. In no case may a final examination, including a take-home examination, be administered or be due in advance of the time appointed for the final examination. Students are expected to lodge a complaint with the administrative office should their instructor violate this regulation.
- Individual lecturer may not reschedule final exams for individual students without approval of the Force Training Officer
- A student may be excused from a final examination in the case of serious illness or another grave emergency. Such excuses can only be authorized by the Force Training Officer. In such cases, makeup examinations will be granted at a time specified by the lecturer.
- At the end of a programme or Course, students will be assessed on all areas that were covered throughout their studies. By virtue of successful assessment results, the students would be awarded a certificate. The final assessment comprises the following components:
 - Continuous Assessments
 - Final Examination
 - Practical Assessment

4.5 Failure

- If a rank fails one of the courses for the final examination, he/she may be granted permission from the Force Training Officer to rewrite based on materials used but not the same script.
- Rewriting of examination are only offered to students unsuccessful at no more than two courses.
- Ranks who failed more than two courses are required to repeat the training programme.

5. COMPLIANCE AND ENFORCEMENT

The Force Training Officer, Commandants, Quality Management Committee, and Instructors will ensure strict compliance of this policy in accordance with the Police Standing Orders, Laws of Guyana, accreditation standards, and best practices.

6. REPORTING AND COMMUNICATION

6.1. The Force Training Officer will report on all grading matters to the Quality Management Committee, Executive Leadership Team, and the Training Board.

7. EFFECTIVE DATE

7.1 This policy comes into effect as of November 27, 2023.

8. REVIEW PERIOD

8.1 A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.

9. REVISION DATE

9.1 Revised in January 2024.

10. APPROVAL OF POLICY

This Policy was approved by the Guyana Police Force Executive Leadership Team and the Guyana Police Force Academy Training Board.

