



GUYANA POLICE FORCE ACADEMY POLICY ON COMPILING, REVIEWING, AND REPORTING STUDENT ASSESSMENT

PURPOSE

The processes for gathering, analysing, and disseminating test results to students at the Guyana Police Force Academy are outlined in this policy. It seeks to provide a clear and uniform procedure for assessing student performance, pinpointing areas in need of development, and making data-driven choices about the curriculum and teaching methods.

ASSESSMENT ADMINISTRATION AND GRADING

1. Students' exams will be given in compliance with the course syllabuses and the official academic schedule.
2. Exams must be created and graded by instructors using the learning outcomes and course objectives as a guide.
3. Students must get a clear explanation of the evaluation criteria and grading rubrics before the test.
4. Exam results must be entered and kept up to date in the student information system of the Academy.

COMPILATION OF RESULTS

1. At the end of each academic term or course, instructors must collect the test results for their specific courses.

2. The assembled data should contain but is not limited to a. Course name and code b. Instructor name c. Total number of students enrolled d. Individual student scores and grades f. Class average score and grade dispersion. f. Identify low-performing topics/subjects/courses.

REVIEW PROCESS

1. The compiled exam results are submitted to the Academic Advisor of the Guyana Police Force Academy for review and analysis.
2. The Academic Advisor shall review the exam results, identifying patterns, trends, and areas of concern.
3. The Academic Advisor may request additional information or clarification from instructors, if necessary.
4. The Academic Advisor shall make recommendations for curriculum revisions, instructional strategies, or student support services based on the exam results analysis.

REPORTING AND IMPLEMENTATION

1. The Academic Advisor shall prepare a comprehensive report summarizing the exam results, analysis, and recommendations for each academic term or course.
2. The report shall be submitted to the Commandant of the Guyana Police Force Academy for review and approval.
3. Upon approval, the Commandant shall disseminate the report to relevant stakeholders, including instructors, curriculum developers, and student support services.
4. The recommendations outlined in the report shall be implemented by the respective departments or units within the Academy.

STUDENT FEEDBACK AND SUPPORT

1. Individual student exam results are communicated to the students in a timely and confidential manner. This shall be executed through the **Moodle** platform
2. Students have the opportunity to review their exam performance and receive feedback from instructors.
3. The Academy provides academic support services, such as tutoring, study groups, or supplemental instruction, to assist students in areas where they may be struggling.

CONTINUOUS IMPROVEMENT

1. The Guyana Police Force Academy established a mechanism for collecting feedback from students, instructors, and other stakeholders regarding the exam process and evaluation methods.
2. Feedback is analysed and incorporated into future revisions of exam policies, procedures, and practices.
3. The Academy regularly reviews and updates its assessment strategies to align with best practices in law enforcement education and training.

RECORDKEEPING

1. The Guyana Police Force Academy shall maintain comprehensive records of student exam results, reports, and related documentation.
2. These records shall be securely stored and made accessible to authorized personnel for reference, analysis, and reporting purposes while ensuring compliance with data privacy and confidentiality regulations.

COMPLIANCE AND ENFORCEMENT

The Force Training Officer and middle management will ensure strict compliance of this policy in accordance with the Police Standing Orders, Laws of Guyana, accreditation standards, and best practices. Further, enforcement and implementation of this policy shall be the responsibility of the Quality Management Committee.

9. REPORTING AND COMMUNICATION

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

EFFECTIVE DATE

This policy was approved and has come into effect as of October 29, 2023.

REVIEW PERIOD

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.

REVISION PERIOD

This Policy was revised by the Training Board in February 2024.

APPROVAL OF POLICY

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