

Attendance and Grading Policy

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AviAssist attendance and grading policy

This policy describes AviAssist’s attendance and grading system and provides guidance to instructors on grading the course learning outcomes. The document also includes the attendance policy. This policy applies to all learners in any AviAssist courses held at the AviAssist Safety Promotion Centres, with in-house courses and Virtual Classrooms.

1. Attendance/completion of course modules

Course attendance is an integral component of the Foundation’s grading system and records of attendance are kept. Classroom training days are divided into morning and afternoon periods. Participants shall register their presence by signing the attendance list accordingly.

In virtual classroom courses (VC), learners shall connect themselves to each virtual training session ensure they are in an environment that enables them to remain attentive. Virtual training session attendance is monitored and recorded in the Foundation’s Learning Management System, thus replaces the attendance list.

Because AviAssist courses are designed to be delivered over a short number of days, 100% attendance is required. However, due to valid reasons, such as illness, operational duty, force majeure, etc., the following provisions can be made to accommodate participants, considering that all other course assessment elements have been fulfilled. Note that excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences. Exceeding the acceptable maximum of absences regardless of the reason will result in withholding any certificates or letters of attendance.

Course duration	Acceptable maximum absence
1 - 3 hours (VC)	None
4 hours or more (VC)	20% of the course duration*
1 to 2 days	None
3 days	0.25 day
4 to 5 days	0.5 day
6 to 10 days	1 day

* If your virtual course comprises of 10 sessions of 1.5 hours each, the entire duration of your virtual course is 15 hours. 20% of this duration equals 3 hours, which is the maximum acceptable absence for your course.

2. Grading scales for overall grade

The minimum passing grade for AviAssist courses is 75% of the total assessment. (see 4b)

3. Oral retake of exams



If a candidate fails the written examination and wishes to retake the examination, the Foundation offers an opportunity for an oral retake. The retake will take place on the same day as the written exam. It will consist of a 10-minute oral examination with one examiner and an invigilator. The examiner will base the questions in the oral exam on the questions in the written exam that the candidate answered incorrectly.

4. Assignment grading

The grading of individual and group assignments will be done by one instructor. The grading will take place on a scale of 1-10 with 1 being lowest and 10 being highest score.

a. Graded elements

The following student assessment methods can be part of a course's overall assessment strategy and contribute to a student's final grade:

-  Formal outputs which students are required to submit including tests and quizzes, written assignments and essays, projects, portfolios, presentations, etc.
-  Weighing: different grade elements are stated in the course outline.

b. Weighing of performance in AviAssist courses

	Weight	Example	
Attendance/completion of course modules	1.5	100%	1.5
Individual assignments - quality of work	3	70%	2.1
Group assignment - quality of work	3	70%	2.1
Attend livestream sessions	2.5	80%	2
Total	10		7.7

5. Challenging a decision

Your training experience is very important to us. Should you have reason to believe that a decision made regarding your grade or attendance does not comply with the statements in this policy, you have the right to challenge that decision. The Foundation will then ask a second examiner to review the grade provided to you. In case a learner reaches within 10 points of the pass mark (so between 65% and 75% overall score), a second instructor or examiner (if available) will grade the work independently. Both grades as established by both instructors will then be averaged to arrive at the final grade.