

Introduction

This policy outlines how we deal with assessment in relation to the qualifications we offer for all learners.

Aim:

- To ensure that assessment is valid, reliable and does not advantage nor disadvantage any group of learners or individuals
- To ensure that the assessment procedure is open, fair and free from bias, and meets the awarding body standard
- To ensure that there is accurate and detailed recording of assessment decisions

In order to do this, the centre will, under the supervision of our Quality Nominee:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- Assess learner's evidence using only the published assessment and grading criteria
- Ensure that assessment decisions are impartial, valid and reliable
- Not limit or 'cap' learner achievement if work is submitted late
- Develop assessment procedures that will minimise the opportunity for malpractice
- Maintain accurate and detailed records of assessment decisions
- Maintain a robust and rigorous internal verification procedure
- Provide samples for Standards Verification as required by awarding bodies
- Monitor Standards Verification reports and undertake any remedial action required
- Share good assessment practice between all staff members
- Ensure that assessment methodology and the role of the assessor are understood by all staff
- Provide resources to ensure that assessment can be performed accurately and appropriately

This policy can be read in conjunction with our assessment writing policy. It will be reviewed annually by the Managing Director