

Assessment Admission & Support Policy

Aim: To ensure that assessment methodology is valid, reliable and does not **disadvantage or advantage any group of learners or individuals. To ensure that the** assessment procedure is open, fair and free from bias and to the required standards. To ensure that there is accurate and detailed recording of assessment decisions. In order to do this, the centre will:

- 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.
- Annually provide samples for external verification as required by the awarding body.
- Monitor external verifier reports and undertake any action required.
- Share good assessment practice between all programme teams.
- 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.
- **Reasonable adjustment:** This is agreed at the pre-assessment planning stage and is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not, however, affect the reliability or validity of assessment outcomes, nor must they give the learner an assessment advantage over other learners undertaking the same or similar assessments.
- **Special consideration:** This is a post-assessment allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the learner faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised.

Special consideration **cannot** apply to 'licence to practise' units within a qualification, or to 'licence to practise' qualifications.

We will only consider requests for reasonable adjustment and special consideration submitted to Head of Centre, Principal or MD.

Review Date: 01.09.2019

Otis Hanley