



KLP – 003 Fair Assessment Policy

FAIR ASSESSMENT POLICY

INTRODUCTION

Group Horizon Assessment policy is in place to ensure that all clients/learners are able to access a consistent approach to assessment processes whilst accessing the professional development services of Group Horizon.

ASSESSMENT COMMITMENT

Group Horizon endeavours to ensure that

- All assessment processes are carried out consistently in accordance with all of Group Horizon internal policies and procedures
- All assessment processes are carried out consistently with national legislation and the appropriate Awarding Body policies and procedures
- The policy applies to all qualification based programmes offered by the Company wherever delivered

PRINCIPLES OF FAIR ASSESSMENT

All assessment must be conducted rigorously and accurately and in accordance with the Awarding Body's published criteria and standards. Formative assessment/coursework designed by Company staff must be conducted by reference to open and defined standards/marketing/assessment schemes, covering the required skills, knowledge and understanding.

ASSESSMENT EVIDENCE

This will be judged according to the principles of:

- Sufficiency – consistent performance to the required level over a period of time
- Currency – evidence should prove that the student is competent now
- Validity – evidence should be appropriate and relevant to the syllabus/standards it is addressing
- Authenticity – evidence must reflect the knowledge/skills/understanding of the candidate. The work of another person must not be submitted as that of the candidate.

The chosen format and method of assessment must be appropriate to the qualification and any conditions specified by an Awarding Body. Assessment materials must be presented in clear and unambiguous language and must differentiate only on the basis of a learner's

knowledge, skills and understanding. Such materials must be free from any overt or covert discrimination against an individual in either wording or content.

The Company will appoint assessment staff whose knowledge, skills and understanding are appropriate for the programme(s) they are involved in. Staff will maintain their competence by staff development organised internally or externally.

ASSESSMENT RESPONSIBILITIES

Group Horizon operates a system where by its staff, Assessors, Tutors and Internal Verifiers are recruited against the following criteria:

- Have proven relevant, current knowledge and experience to deliver on the Identified National Occupational standards
- In acting as an Assessor for the company, staff must provide documentary evidence of completing the A1 Assessors award or hold the equivalent nationally recognised qualification.
- Each new member of staff will attend an Induction session to outline their roles and responsibilities within Group Horizon before commencing their duties.
- The Tutor/Assessor will provide support in completing and required Assessment plans/achievement records etc. This will be an integral part of any training workshop where appropriate
- The Assessor will ensure that all relevant documentation provided by the Awarding Body is completed in a consistent manner
- The Assessor will assess in accordance with the relevant Awarding Body criteria and standards
- The Assessor/Tutor will keep all training/assessment records in order and available for scrutiny at any time
- The Internal Verifier has the responsibility to oversee and quality assure the assessment procedure, processes and assessment judgement of evidence. This will be carried out through rigorous IV sampling or portfolio's from the Assessor Staff.
- Assessor staff to attend regular standardisation events and development training

- The Internal Verifier/Assessor will liaise closely with the Quality Compliance Manager to ensure that all monitoring and evaluation systems are current and in line with and Awarding Body legislation changes
- The Quality Compliance Manager will liaise with the External Verifier from the identified Awarding Body to ensure that all assessment and internal verification and other relevant policies and procedures are adhered to
- In line with the QCA Code of Practice, Group Horizon will keep all assessment records of each learner on file for a minimum of three years
- A complete copy of the relevant National Occupational Standards and any Awarding Body Assessment guidelines/documentation will be available
- A copy of all Group Horizon Policies and Procedures will be available
- Any other relevant internal verification documentation

INITIAL ASSESSMENT

As part of the induction process all new learners will undertake an initial assessment of literacy and numeracy skills. This will be used to assess Basic and Functional Skills levels and to inform decisions about any additional learning support offered to learners in the early stages of their course.

INTERNAL ASSESSMENT

Assessment will be internally verified or moderated according to the company's internal verification/moderation strategy. When an assessment has been externally verified or moderated by an Awarding Body and original copy of the verification/moderation report must be forwarded to the Quality Compliance Manager as soon as it is received.

Written and oral feedback must be given to the candidate as soon as possible after assessment. In the case of written or other product work submitted, the feedback must be given within 3 working weeks of the official submission date. Feedback should be as helpful to the candidate as possible i.e. confirming what has gone well and giving clear guidance on what the candidate needs to do to improve on their performance.

EXTERNAL VERIFICATION/ASSESSMENT

External assessment will be administered strictly in accordance with the instructions issued by the relevant Awarding Bodies

The Quality Compliance Manager is the official link with all Awarding Bodies.

ARRANGEMENTS FOR CANDIDATES WITH SPECIAL ASSESSMENT REQUIREMENTS

Assessment must be available to all those who have the potential to achieve the standards required for a particular qualification. However, some candidates may need access to alternative means of providing evidence/and or additional support. Care needs to be taken that any proposed methods of assessment are of equal quality and rigour to those of mainstream candidates in order to demonstrate that the candidate has achieved the national standard.

Candidates may be identified as having particular assessment requirements in relation to, for example, learning difficulties, a visual or hearing impairment, a mental illness, or English as a second language. This means that they will need appropriate support in their development to help them meet the required standards such as:

- Help with their communication, literacy and numeracy skills
- Adapted equipment and physical environment
- Special information technology
- Confidence building

ASSESSMENT APPEALS

All candidates must be informed of the Companies Assessment Appeals procedure at the start of their programme.

The Companies Assessment Appeals Procedure must be followed in all cases where a candidate disagrees with an assessment decision.

Each Awarding Body has a formal appeals procedure which must be invoked within 14 days of the receipt of a result of an informal enquiry. Awarding Body appeals are in 2 stages. If a candidate is still dissatisfied after the 2nd stage then an appeal can be sent to the Examinations Appeals Board.

LOST EVIDENCE

In the unlikely event of lost evidence the Tutor/Assessor would seek guidance from the Quality Compliance Manager who will receive advice from the designated Awarding Body and support the client accordingly.