

2025

# KLP 003 Fair Assessment Policy



**Policies and Procedures**

# Fair Assessment Policy

## INTRODUCTION

Group Horizon's Assessment Policy ensures that all clients and learners experience a standardised approach to assessment processes while accessing the professional development services of Group Horizon. This policy applies to all qualification-based programs, including End Point Assessments (EPA), ensuring compliance with regulatory and awarding body requirements.

## ASSESSMENT COMMITMENT

Group Horizon is committed to:

- Ensuring all assessment processes align with internal policies and procedures.
- Adhering to national legislation and the relevant Awarding Body's policies and procedures.
- Applying this policy consistently across all qualification-based programs, regardless of delivery location.
- Incorporating End Point Assessments (EPA) as required by apprenticeship standards.

## PRINCIPLES OF FAIR ASSESSMENT

All assessments must be conducted rigorously, accurately, and in accordance with the published criteria and standards of the Awarding Body. Formative assessments and coursework designed by Group Horizon staff must follow defined standards, marking schemes, and assessment criteria, covering the necessary skills, knowledge, and understanding.

## ASSESSMENT EVIDENCE

Evidence will be assessed based on the following principles:

- **Sufficiency** – Demonstrates consistent performance at the required level over time.
- **Currency** – Evidence must reflect the candidate's current competence.
- **Validity** – Evidence must be appropriate and relevant to the syllabus/standards.
- **Authenticity** – Evidence must be the candidate's own work; plagiarism or submission of another's work is not permitted.

The chosen format and method of assessment must be appropriate for the qualification and comply with any conditions specified by the Awarding Body. Assessment materials must be clear, free of bias, and accessible to all candidates, ensuring fairness and inclusivity.

## ASSESSMENT RESPONSIBILITIES

Group Horizon ensures that Assessors, Tutors, Internal Verifiers (IQAs), and End Point Assessors (EPAs) meet the following criteria:

- Possess relevant, current knowledge and experience aligned with National Occupational Standards.
- Hold nationally recognised qualifications such as the A1 Assessor Award or equivalent.
- Complete an induction outlining roles and responsibilities before commencing duties.
- Support candidates with assessment plans, achievement records, and training workshops.

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- Maintain and complete assessment documentation in compliance with Awarding Body standards.
- Retain training and assessment records for a minimum of three years, as per regulatory requirements.
- Attend regular standardisation events and development training.
- Collaborate with the IQA and liaise with External Quality Assurance Managers (EQA) to ensure compliance.

### **INITIAL ASSESSMENT**

During induction, all learners will undergo an initial assessment of literacy and numeracy skills to determine their Basic and Functional Skills levels. This informs any additional learning support required.

### **INTERNAL ASSESSMENT**

Internal assessment will be verified or moderated following the company's internal verification strategy. Original copies of externally verified reports must be submitted to the Managing Director upon receipt.

- Candidates will receive written and oral feedback promptly. Written feedback for submitted work will be provided within three working weeks of the official submission date. Feedback will highlight strengths and areas for improvement.

### **EXTERNAL VERIFICATION/ASSESSMENT**

External assessments, including EPAs, will be conducted in accordance with the relevant Awarding Bodies' guidelines.

### **ARRANGEMENTS FOR CANDIDATES WITH SPECIAL ASSESSMENT REQUIREMENTS**

Assessment opportunities must be accessible to all candidates, with alternative means of evidence submission and/or additional support where necessary. Special arrangements may include:

- Support for communication, literacy, and numeracy skills.
- Adapted equipment and a modified physical environment.
- Assistive technology solutions.
- Confidence-building measures.

### **END POINT ASSESSMENT (EPA)**

For apprenticeship standards requiring an End Point Assessment, the following applies:

- EPAs will be conducted by an approved and independent End Point Assessment Organisation (EPAO).
- Learners must meet all gateway requirements before progressing to the EPA.
- The assessment methods will align with the relevant apprenticeship standard.
- EPA feedback will be provided, and any re-assessment procedures will follow the EPAO guidelines.

## **ASSESSMENT APPEALS**

All candidates must be informed of the company's Appeals Procedure at the start of their program. If a candidate disagrees with an assessment decision:

1. The internal appeals procedure must be followed.
2. If unresolved, the relevant Awarding Body's appeals process must be invoked within 14 days of receiving the assessment result.
3. If dissatisfaction persists after the second stage of the Awarding Body appeal, the case may be escalated to the Examinations Appeals Board.

## **LOST EVIDENCE**

In the unlikely event of lost evidence, the Tutor/Assessor will seek guidance from the IQA, who will liaise with the designated Awarding Body to determine the appropriate course of action.

## **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.

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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.