

Access to Fair Assessment Policy

POLICY STATEMENT:

The purpose of this policy is to:

- Establish SALT TRAINING LIMITED's commitment to fair assessment of students' work and to set out the guiding principles for the delivery of quality assessment processes.

It is the responsibility of everyone involved in SALT TRAINING LIMITED's assessment processes to read and adhere to this policy and to work in accordance with the associated procedures.

SALT TRAINING LIMITED promotes the use of a range of methods to assess the skills and knowledge of all learners. Fair assessment is the process by which the assessments and assessment methods used are designed to give all learners appropriate opportunities to demonstrate achievement, whilst considering any reasonable adjustments.

SALT TRAINING LIMITED has in place the necessary systems and procedures to allow the provision of access arrangements including reasonable adjustments. These reflect the needs of individual learners while also ensuring that the assessment continues to enable a valid, reliable and consistent judgement to be made about the achievement of all learning outcomes against the stated assessment criteria.

SALT TRAINING LIMITED's policy of access to fair assessment ensures that all assessments/assessment activities undertaken by learners are:

- Reliable
- Valid
- Fit for purpose
- Transparent
- Recognise and respect equality and diversity
- Use appropriate language for assessment tasks
- Include a variety of assessment strategies

There are procedures in place which underpin this statement and are translated in practice. SALT TRAINING LIMITED will ensure that all:

Trainers/Assessors:

- Undertake an induction which includes the principles of assessment and understand criteria
- Record the outcomes of all assessment activities
- Provide clear and constructive feedback to all learners mapped against achievement of the learning outcomes and assessment criteria
- Plan assessment strategies and the timing of assessments so as not to unnecessarily overburden learners or discriminate against particular groups of learners

Policy Owner: Managing Director

Stage of Approval: Approved

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The writers of assessment material will:

- Produce assessment activities with due regard to equality and the diversity of learners
- Ensure that assessment tasks allow for the generation of evidence in diverse ways
- Ensure that they use appropriate language at a level suitable to the unit
- Ensure that the assessment strategy allows for the generation of evidence against all the learning outcomes and assessment criteria for a unit
- Review assessment tasks on an annual basis and as part of a course evaluation review

Internal verifiers will:

- Verify the appropriateness of the assessment strategy for a unit
- Verify the appropriateness of individual assessment tasks against the principles itemised above and any particular requirements of the qualification
- Ensure that trainers/assessor records are accurate, clear and up to date
- Ensure that trainer feedback to learners is clear, constructive, unambiguous and related to the assessment criteria. All written feedback will be SMART
- Ensure that all assessment decisions sampled as part of SALT TRAINING LIMITED internal verification process are valid
- Provide written feedback to trainers/assessors on all aspects of the assessment process
- Ensure that all quality improvement recommendations are monitored and any resulting actions are implemented

Learners will:

- Be inducted into awarding body assessment methodology and understand criterion referenced assessments
- Be made aware of the Centre's assessment appeals policy and how to access any relevant documentation to support its use
- Be made aware of any time constraints attached to the achievement of the qualification
- Receive feedback from all assessment activities within SALT TRAINING LIMITED's timescale of 2 weeks. (Note: During periods of Centre closure and staff annual leave the 2 week timescale for assessment feedback to learners re-commences from the first day of the re-opening of the Centre after a period of closure and the trainers return to work from annual leave)
- Receive regular feedback against their achievement of individual units and their progress towards the overall qualification
- Fulfil the demands of the criteria, regardless of method used to obtain the evidence. The assessment criteria may not be amended, re-worded or omitted
- Must achieve all the required units to gain an awarding body qualification. It may sometimes be the case that some full qualifications are inaccessible because of a learner's inability to demonstrate competence in all parts of the qualification or to meet the individual needs of the learner. In these cases, unit certification will be available (where possible)
- Be eligible for reasonable adjustments if their performance during an assessment is likely to be substantially affected by a particular impairment.
- Self assess practical assessments inline with the awarding body criteria against set tolerances
- Complete all assessment (written & practical) within the awarding body timelines set.

Awarding Body External Quality Assurers:

- Will be given access to all relevant documentation and assessment evidence to support the award of credit/qualifications as requested