

Access To Fair Assessment

Training 1st Ltd 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.

Training 1sts Ltd policy of access to fair assessment ensures that all assessments/assessment activities undertaken by learners are:

Assessment Activities

- ✓ 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. Training 1st Ltd will ensure that all Tutors/Assessors:

Tutors/ Assessors Will

- ✓ Undertake an induction which includes the principles of assessment and understand criterion referenced assessments relevant to the awarding bodies we work in partnership with
- ✓ 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

Assessment Material Authors 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 2
- ✓ 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 self-assessment 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 tutor/assessor records are accurate, clear and up to date
- ✓ Ensure that tutor feedback to learners is clear, constructive, unambiguous and related to the assessment criteria
- ✓ Ensure that all assessment decisions sampled as part of Training 1st Ltd's internal verification process are valid
- ✓ Provide written feedback to tutors/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 provided with an individual assessment plan through the effective use of individual learning plans
- ✓ Be made aware of any time constraints attached to the achievement of the qualification

- ✓ Receive feedback from all assessment activities to Training 1st Ltd's timescale of within 2 weeks which relates to the achievement/non achievement of the assessment criteria (Note: During periods of Centre closure and staff annual leave the 2 week timescale for assessment feedback to learners commences from the first day of the re-opening of the Centre after a period of closure and the tutors return to work from annual leave)
- ✓ Receive regular feedback against their achievement of individual units and their progress towards the overall qualification
- ✓ Produce outcomes that must at all times:
 1. Meet the requirements of the specifications regardless of the process or method used
 2. Be as rigorous as assessment methods used with other students
 3. Be assessable
 4. Be able to be moderated or verified
- ✓ 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 always be available
- ✓ Be eligible for reasonable adjustments if their performance during an assessment is likely to be substantially affected by a particular impairment. Many of these learners will be defined as being disabled under the Disability Discrimination Act
- ✓ An adjustment to an assessment should only be considered where the difficulty experienced places the learner at a substantial disadvantage, in comparison with learners who are not disabled. Where the difficulty is minor, the Centre will assist and support the learner by offering help with study and assessment skills

Awarding Body Moderators:

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