

Assessment Policy

1. Introduction

- a) To ensure a competent system of assessment is in place.
- b) To ensure that assessment process is valid, reliable and does not disadvantage or advantage any group of delegates.
- c) To ensure that the assessment procedure is open, fair and free from bias and meets national standards.
- d) To ensure that a secure, accurate and detailed recording of assessment decisions is in place.
- e) To manage any conflicts of interest.

2. Process

In order to do this, the centre will:

- a) ensure assessors are approved by the awarding body.
- b) ensure delegates are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment.
- c) assess delegate evidence using published assessment and grading criteria.
- d) ensure assessment decisions are impartial, valid and reliable.
- e) ensure effective assessment roles are defined, maintained and supported.
- f) not limit or “cap” learner achievement if work is submitted late.
- g) develop assessment procedures that minimise the opportunity for malpractice.
- h) ensure standardised assessment documentation is provided and used.
- i) maintain accurate and detailed records of assessment decisions.
- j) provide samples of assessments as required by awarding body.
- k) monitor assessment reports and undertake any remedial action required.
- l) share good assessment practice between all assessment centre staff.
- m) ensure that assessment methodology and the role of the assessor are understood by all staff.
- n) provide resources to ensure that assessment can be performed accurately and appropriately.
- o) ensure the outcome of assessments is used to enhance future delegate evidence.

3. Procedure

The Head of Centre is responsible for:

- a) ensuring staff are briefed and trained in the requirements for current assessment.
- b) defining, maintaining and supporting those involved in assessment process.
- c) monitoring and supporting assessors to ensure each conform to common national standards.
- d) ensuring assessments are fit for purpose prior to use.
- e) providing standardised assessment documentation.
- f) ensuring that all assessment records are maintained securely.
- g) using the outcome of internal verification to enhance future assessment practice.
- h) ensuring periodically a plan of internal verification schedule is provided to all relevant assessors and centre staff.
- i) managing any conflicts of interest.

4. Conflict of interest

In this context, a conflict of interest is a situation where there exists a competing interest or loyalty with the assessment and internal verification of an individual's evidence, for example:

- a) when the individual who works for or carries out work on Xact's behalf, is being assessed for a qualification.
- b) when an assessor or verifier has personal interests that conflict with his/her professional position.

Where a conflict of interest occurs an external assessor or verifier will be deployed to provide an independent opinion that the assessment and internal verification process is reliable, appropriate and valid.