

## ASSESSMENT POLICY

We aim to:

- ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals.
- ensure that the assessment procedure is open, fair and free from bias and meets national standards.
- ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, the centre will:

- ensure that learners are provided with assignments that are fit for purpose to enable them to produce appropriate evidence for assessment.
- assess learner's evidence using only the published assessment and grading criteria.
- ensure that assessment decisions are impartial, valid and reliable.
- not limit or 'cap' learner achievement if work is submitted late.
- develop assessment procedures that will minimise the opportunity for malpractice.
- maintain accurate and detailed records of assessment decisions.
- maintain a robust and rigorous internal verification procedure.
- provide samples for external verification, as required by the awarding body.
- monitor standards of verifier reports and undertake any remedial action required.
- participate in training provided by Crossfields Institute and share good assessment practice between colleagues.
- ensure that the assessment methodology and role of the assessor are understood by all staff delivering the programmes.
- provide resources to ensure that assessment can be performed accurately and appropriately.

Reviewed: 28 January 2016

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