

Do-Cornwall



Access to Fair Assessment

A. Introduction:

A.1 This policy refers to both Internal Quality Assurance and External Quality Assurance.

B. This Policy ensures:

B.1 Fair access whilst preserving the integrity of the qualification.

B.2 No preventable obstacles to achievement.

B.3 Provision of proper support to all candidates, including those requiring special considerations.

B.4 Current legislation with regards to the equal opportunity is followed in fact and in spirit.

C. Access to Fair Assessment:

C.1 Trainers and assessors representing Do Cornwall will:

i) Be aware of and abide by all Do Cornwall policies and legislation relating to fair Assessment, Equality and Diversity .

ii) Create assessment plans that take full account of learners in relation to Equality and Diversity.

iii) Ensure that assessment plans meet the needs of all candidates equally.

iv) Use clear language, at level and pace appropriate to candidates.

v) Ensure that pre course questions are answered and any special consideration requirements are duly noted and acted upon.

vi) Ensure that learning outcomes and assessment criteria are made clear to candidates.

vii) Ensure that progress is discussed regularly with candidates..

viii) Ensure that all documentation and evidence is properly collected and stored with Do Cornwall.

D. Do-Cornwall Internal Quality Assurance will:

i) Ensure that assessment is appropriate to the qualification, fair and reliable.

ii) Verify that all qualifying programs meet the requirements of awarding bodies, national standards and regulators.

ii) Maintain program and assessment records and documentation that clearly support the assessment decisions.

E. Do-Cornwall Internal Quality Control will:

E.2 Ensure that trainers and assessors are regularly verified by a suitably qualified person (yearly).

E.3 Where appropriate allow or generate unannounced tutor observations.

E.5 Utilise

F. Course Candidates can expect:

i) Induction to each course outlining syllabus and assessment plan.

ii) A copy of the complaints and appeals procedure guidance.

iii) Regular formative feedback and a personal assessment plan.

iv) Acknowledgement of pass/fail subject to IV at course completion.

7. Appeals

Any appeal against an assessment decision can be made to

1. Nigel Kerr (Do Cornwall)
2. Regulators – SQA, Ofqual