

Reviewed August 2015

## **Hampshire Training (Phil Quill)**

# **Access to Fair Assessment Policy**

Next review due August 2016

## **Access to Fair Assessment Policy**

### **1. Introduction:**

1.1 All tutors [Internal Assessors of first aid] are required to apply the Hampshire Training fair assessment policy applying knowledge of both Cluster Internal Quality Assurance and ITC External Quality Assurance procedures.

1.2 This Hampshire Training policy is designed to assist Assessors to:

- a) Ensure fair access and equality of opportunity whilst preserving the integrity of the qualification.
- b) Ensure there are no obstacles to candidates when demonstrating achievement.
- c) Provide on-going support to candidates, including those with particular requirements and those requiring special considerations.
- d) Take into account current legislation with regards to the equality of opportunity.

### **2. Access to Fair Assessments:**

2.1 Hampshire Training trainers and assessors will:

- a) Be aware of and abide by the awarding body ITC fair assessment and special considerations policies as documented in policy document P8 Section 4 available via ITC web site, members area, Support Resources, ITC Policy & Procedures.
- b) Create assessment activities with regard to the equality and diversity of learners, ensuring that assessment activities are flexible to meet the needs of all candidates without creating undue advantage.
- c) Use plain language free of jargon and appropriate pace relevant to the candidates.
- d) Be able to request pre-notification of any candidates special considerations so appropriate training and assessments can be planned.
- e) Complete Special Considerations Form C4 - Access to Special Needs in Advance of the Course - available from ITC, where there is pre notification of needs.
- f) Complete Special Considerations Form C7 - Regarding Unforeseen Circumstances during the course – available from ITC.
- g) Ensure reasonable adjustments to assessments are made without any undue advantage gained by the candidate and hindrance to others.
- h) Clearly explain the assessment criteria and assessment method to all candidates.
- i) Maintain regular dialogue with the candidates as to how they are progressing throughout their assessments.
- j) Provide Hampshire Training Manager and ultimately awarding body ITC with the assessment documents and C4 and C7 Access to Special consideration documents

### **3. Internally Quality Assurance of Assessment Decisions:**

3.1 Centre monitoring of Assessor activity throughout the delivery of first aid qualification will:

- a) Ensure the assessment approach for the qualification is appropriate, fair and reliable without any undue advantage
- b) Verify that the assessments meet the requirements of the awarding body and regulators.
- c) Ensure that records of assessment and any adjustments are clearly detailed to support the assessment decisions.
- d) Ensure the assessment decisions are fair and free from bias.
- e) Ensure all documentation necessary for the awarding of qualifications is forwarded to ITC awarding body.

3.2 Hampshire Training Centre Internal Quality Control Procedures will:

- a) Regularly review the assessment evidence ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award. Any comments to be forwarded to the cluster Centres for agreement by Cluster members and ITC External Verifiers.
- b) Ensure that it uses trainers and assessors that are regularly (minimum annually), internally verified by a colleague (by completion of PR6 ITC template IV document).
- c) Support ITC in its External Quality Assurance activities by always confirming course venue and assessor as far in advance as is reasonably possible allowing ITC to externally verify trainers on Hampshire Training courses.
- d) Use the outcomes of any internal quality reviews to enhance future assessment practices.

#### **4. Candidate Induction**

##### 4.1 Course candidates will receive from Hampshire Training

- a) Pre-course information that provides sufficient information for candidates to make a judgement as to the suitability of the course of instruction and / or qualification to be undertaken.
- b) An induction at the beginning of each course detailing the outline of the course including the assessment criteria and assessment method.
- c) Access to the complaints and appeals procedure of Hampshire Training in case they feel they have a grievance of any nature either during or after the course.
- d) Individual attention and regular feedback, including continuous assessment results that are available to be viewed during the training activity.
- e) Knowledge that the assessment Pass/Fail is ultimately the responsibility of the awarding body, however candidates may receive an indication from the trainer at the time of the activity.
- f) A fair, unbiased and appropriate opportunity to achieve.

#### **5. Candidate Appeal against Assessment Decisions**

5.1 Upon registration all candidates are protected by the published Hampshire Training Appeals Policy and may appeal (within published time deadlines – 3 weeks) against assessment decisions to: Hampshire Training Manager

5.2 If the issue is unresolved by the Hampshire Training Centre procedures then if the candidate requests to escalate the appeal, all available evidence maybe forwarded to ITC who will investigate the appeal according to ITC the published Appeals Policy.

All dialogue will be with ITC Awards Manager who will activate ITC Appeals Committee procedures. NB: ITC make a charge of £75+vat initially [to discourage frivolous appeals] that will be returned to the candidate if the appeal against the assessment is upheld.

5.3 Hampshire Training will make candidates aware that if they are not satisfied with the conclusions of Hampshire Training and ITC, they may in due course after due procedure escalate the appeal to the external regulators – SQA & Ofqual.

#### **6. Appeals Monitoring**

6.1 Hampshire Training will maintain an Appeals register that will be reviewed annually.

6.2 Hampshire Training will review this policy annually as part of IQA procedures.