

Policy Title	Assessment Policy
Issue date (m/y)	03/2016
Author	Donna Welburn, Operations Manager
Approved by	Laura Cook, Director
Review date (m/y)	07/2018
Last Reviewed (m/y)	08/2017

## Policy Statement

Accredited courses carried out by The Learning Support Centre require that learners provide evidence of their learning through assessment. Assessment can be managed in different ways and conducted through various means. Assessment needs to be fair and consistent, so that the same piece of work is not judged differently by different assessors. Assessment methods need to be appropriate. For example, a skilled music student who is unable to write fluent English can demonstrate their musical ability by playing their instrument, without needing to write an essay about how they play.

## Principles

- Assessment methods may take a variety of forms. The Learning Support Centre will ensure that methods relevant to the learning process and most suited to the learning outcomes are used.
- Assessment practices shall be inclusive and support equality of opportunity. They shall cater for both individual and group diversity. In addition, inclusive language shall be used, avoiding gender, racial, cultural or other language bias.
- A variety of assessment models will be used, in recognition of course participants varied learning styles.
- Evidence will be tailored to the needs of individual course participants as appropriate.
- Course participants will be given, information on assessment methods prior to the course beginning, offered feedback during the process and notified of the results of assessment.
- All course participants have the right to appeal against assessment decisions, as set out in The Learning Support Centre Appeals Policy.

## Assessment Management

- The Learning Support Centre will ensure that the process of assessment will be managed in accordance with the requirements of the accrediting body.
- The Learning Support Centre will ensure that records of learner achievement are logged and maintained. Assessment records will be retained at The Learning Support Centre offices for five years and then disposed of securely.
- The training lead and quality lead will be responsible for planning and managing the assessment strategy and ensuring that it matches the information given in any relevant qualification guide.
- The training lead and quality lead will design assessment activities with the course team.
- All assessments will then be reviewed by the internal moderator to ensure that they are appropriate and meet the learning outcomes required.
- Each trainer will be expected to hold a minimum qualification of Level 3 award in Education and Training (formally PTLLS) and A1/A2. Trainers who require assessment training will attend training with the relevant awarding body.

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- The internal moderator will give all trainers guidance on the assessment process for the awarding body relevant to their course.
- The internal moderator will review sample assessments for all trainers to ensure standardisation.
- Each trainer will be responsible for sharing the learning outcomes and assessment criteria with learners, recording assessment, giving on-going feedback and ensuring equal opportunities for all learners.
- Each trainer will give guidance to the learner where there are choices regarding assessment.
- The Learning Support Centre will, at times, use external tutors that may not have direct experience of accredited assessments. However, external tutors will be given a full induction or attend training via the awarding body on assessment procedures prior to the commencement of any programme.

## Assessment methods and evidence

Assessment methods will vary and will include essays, role play, project work, case studies, and practical tasks depending on the particular course.

Evidence of having achieved all the learning outcomes that make up each accredited course will be generated by the course participant and assessed by the tutor.

There are many different forms in which evidence may be presented for assessment.

Examples are:

- Notes of tutor observation
- Completed questionnaires
- Essays
- CD
- Web pages
- Audio CD
- Video
- Case studies
- Photos

## Sharing Work

Course participants will be encouraged to share ideas and derive mutual support when preparing non-assessed work. However, learning activities will be managed so that formal assessment will demonstrate the individual learner's own work.

Course participants will be advised that plagiarism can be avoided by acknowledging all sources as they go along, and by ensuring that all their work is their own.

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If a trainer or internal moderator suspects that a piece of work submitted is not entirely a course participant's own, the trainer shall meet with the course participant to talk through discrepancies. They shall record the meeting and outcome in writing and submit a copy to the internal moderator and The Learning Support Centre's manager.

If it is found that a course participant has plagiarised another's work, they may be invited to re-do and re-submit that particular piece of work for assessment or, depending on the circumstances, may be further investigated with regard to possible malpractice.

## Related Documents

Malpractice Policy  
Internal Moderation Policy  
Appeals Policy  
Quality Review Policy