



Assessment Policy – Further Education

This policy is available on-line at: www.stc.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Principal – Professional and Vocational College
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Principal – Professional and Vocational College

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG	V.5	April 2017	April 2020	Principal – Professional and Vocational College

Equal Opportunities: Impact Assessed

Review:

POLICY NUMBER 8

1 Policy Statement

Assessment is the process of monitoring candidates/learner's progress against the Awarding Body criteria in order to ensure that all candidates/learners work meets the national standards. It provides a continuous check on the quality of work produced by a candidate/learner. The College is committed:

- 1.1 To ensure that all students are fairly, accurately and regularly assessed in a consistent manner.
- 1.2 To meet and exceed the requirements placed upon us by the awarding bodies and our own student charter.
- 1.3 To ensure that valid assessment decisions are reached for all our students and that external requirements are fully met.
- 1.4 To ensure internal quality monitoring supports academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached.

2 Scope

For the purpose of this policy, the term assessment encompasses all forms of activity that checks and validates the students/learner's work. It may be implemented through the systems as required or laid down by examining or awarding bodies; or it may occur through observation of student activities, marking written work, assignment or any other form of evidence presented by a learner or candidate.

Any task, activity, essay or project that contributes to the students' final achievement in a vocational area, academic subject or key skill will fall within the scope of this policy.

This policy relates to Further Education (FE). A separate policy exists for higher education.

3 Legislation

There is no current legislation applicable to this policy.

4 Responsibilities

- 4.1 This Policy requires active commitment from all staff – assessors, internal verifiers, programme leaders and any other members of the course team to ensure that:
 - a) Records of assessment are kept in a secure location and accessed by staff authorised to do so.

- b) All activities are planned and executed in accordance with all current policies and procedures laid down by the College and the awarding Body.
- c) All evidence is assessed and recorded to Awarding Body requirements and or guidelines.
- d) All assessors work is subject to quality assurance and will be monitored by the course internal moderator/verifier.

5 Actions to Implement and Develop Policy

This policy requires that:

- 5.1 Every programme with work that is internally assessed and which contributes to the final assessment outcome of a student is subject to effective and valid assessment procedures.
- 5.2 All assessment must be carried out by suitably qualified/experienced staff acceptable to the College and the Awarding Bodies.
- 5.3 All learners/candidates must have their progress regularly reviewed by the tutor/assessor and appropriate oral and written feedback given.
- 5.4 Assessment must take into account, all types of evidence as laid down by the Awarding Body/scheme requirements.
- 5.5 Each programme must have identified members of staff who will assess or mark the candidates/learner's work for that particular programme.
- 5.6 Where trainee assessors or internal verifiers undertake assessments, all of their assessment decisions must be verified by a qualified assessor or internal verifier (IV) and countersigned.
- 5.7 Assessment must be carried out continuously throughout the year or as dictated by the Awarding Body guidance. In addition to this, each programme will identify appropriate periods of time when internal verification/moderation takes place. These times will be included in a course calendar, which should be kept on the course file.
- 5.8 Any evidence that is produced must meet the requirements of the Awarding Bodies and the College FE Quality Manual.
- 5.9 The evidence must be recorded on appropriate documentation, which takes into account the requirements of Awarding Bodies and the College FE Quality Manual.
- 5.10 Assignments must be Internally Verified before they are issued to learners in addition to the Quality Assurance checks after the assignments have been marked.

- 5.11 Internal verification/moderation must take place before assessment decisions are finalised and notified to students and certification claimed.
- 5.12 When required, Assessors must attend standards meetings and maintain a current Continuous Professional Development file as required by the College and Awarding Body.

6 Monitoring & Evaluation

- 6.1 Where appropriate, External Verification Reports will provide evidence of monitoring and evaluation.
- 6.2 Evidence that both assessment and IV/moderation had taken place must be available for monitoring by the Quality Co-ordinators/Lead Verifier upon request.
- 6.3 Internal monitoring of assessment activity will be carried out via internal verifier/moderator/Lead Verifier.

7 Related Policies

All assessments must conform to Health and Safety and Equality and Diversity policies as well as the Internal Verification Policy, where appropriate.