

FAIRNESS & CONSISTENCY OF ASSESSMENT STATEMENT, POLICY & PROCEDURE

1) Policy Statement:

This policy covers the Engineering Trust Training (ETT) requirements for Equality of Opportunity and considerations for the and Particular Assessment Requirements for learners.

As a Training Provider we must have in place the necessary systems and procedures to reflect the needs of individual learners. We must also ensure that assessment is fair and consistent to allow a valid judgement to be made about achievement of learning outcomes against the stated assessment criteria.

2) Statement of Assessment

- a) We aim to provide a variety of qualifications which provide all learners with the opportunity to achieve their full potential by the most appropriate route.
- b) Our Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness.
- c) We will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory and will allow learners with special educational needs or disabilities to access the assessment.

3) What Learners can expect from us

- a) We aim to ensure that all assessment of work is carried out fairly and in keeping with the Awarding Organisations requirements.
- b) All learner's work will be assessed fairly against the qualification standards and ETT and sub-contractor staff will be fully trained.
- c) Internal assessments will be carried out fairly and according to Awarding Organisations instructions.
- d) Externally marked assessments, tests and exams will be assessed according to the requirements of the Awarding Organisation.
- e) Learners can also expect to be fully inducted onto a course/qualification and given information that can be shared with employers, parents and carers if required.
- f) Learning outcomes, performance criteria and other significant elements of learning and assessment to be made clear at the outset of the course alongside when assessments/assignments are to be set.
- g) Learners will be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- h) Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant Awarding Organisation, and where applicable RPL/APL will be applied.
- i) For specific vocational qualifications (this will be explained in the learner's induction onto the course), learners must achieve the required number of unit credits in order to gain the full qualification. They must meet all the learning outcomes and assessment criteria. It may be possible to achieve a certificate of unit credit where the learner is not able to achieve the full qualification.

4) Ensuring Fairness and Consistency

- a) The Lead Internal Quality Assurance officer (IQA) and the Operations Manager are responsible for ensuring that the ETT Training Officers assess work fairly and consistently for all learners, regardless of differing workplace environments or learner's abilities. This is achieved by regular monitoring of the Training Officers, independent assessment of learner's work and regular standardisation meetings.

- b) Training Officers will initially review learners to determine any adjustments that may need to be put in place to ensure fairness of assessment. This will be in addition to any formal tests and checks undertaken at the start of the recruitment process.