

Assessment Policy

Overview

Crossfields Institute's policy on assessment is to:

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- i. ensure access and equality of opportunity whilst preserving the integrity of the programme/qualification
- ii. ensure there are no obstacles to demonstrating achievement
- iii. provide on-going support to registered learners, including those with particular requirements
- iv. take account of all current legislation with regards to equality of opportunity

Good Practice and Fair Assessment

In order to create and maintain good practice and fair assessment Crossfields Institute will ensure that:

A. Tutor/Assessors

- A.1. Receive an induction into Crossfields Institute assessment methodology and quality assurance procedures
- A.2. Use an approved assessment plan to create assessment activities that take account of the diversity of learners
- A.3. Use plain language in resources, assessment tasks and feedback
- A.4. Ensure the assessment plan enables evidence to be produced that allows learners to fulfil the assessment criteria.
- A.5. Keep records of all assessment activities for a minimum of 3 years
- A.6. Advise learners in accordance with the qualification or programme specification, with particular reference to learning outcomes
- A.7. Implement their assessment strategy so as to neither advantage or disadvantage any group of learners nor make unnecessary demands of learners

- B. There is review of the assessment strategy and process as an integral part of the annual centre review and periodic programme/qualification review

C. Internal Quality Assurers (IQAs):

- C.1. Verify that the assessment strategy for a unit/module is appropriate, reliable and covers all assessors and assessment activity
- C.2. Verify that individual assessment tasks meet both the principles set out above and specific programme or qualification requirements
- C.3. Ensure that the records of tutors are clear and up to date
- C.4. Ensure that the feedback from tutors to learners is unambiguous and applicable to the learning outcomes (and assessment criteria if used)
- C.5. Ensure all assessment evidence is valid
- C.6. Give written feedback to assessors on all aspects of the assessment process
- C.7. Ensure that the IQA procedure is open, fair and free from bias
- C.8. Ensure that there is accurate and detailed recording of IQA decisions

- C.9. Ensure that all centre assessment methods are verified as fit for purpose
- C.10. Quality assure an appropriately selected sample of assessor work from all programmes and qualifications, sites and teams, to ensure centre qualifications/programmes conform to qualification or programme standards and external quality assurance requirements
- C.11. Plan an annual quality assurance schedule, linked to assessment plans
- C.12. Keep records of IQA activities for a minimum of 3 years

Please see the Crossfields Institute Assessor Toolkit and Internal Quality Assurance Handbook for guidance and templates for these processes.

D. The Centre/Programme Manager will:

- D.1 Define, maintain and support effective registration, certification, assessment and internal quality assurance roles
- D.2. Ensure that identified staff will maintain secure records of all of the above
- D.3. Brief and train staff on the requirements for quality assurance procedures
- D.4. Promote internal quality assurance and standardisation as a developmental process for staff
- D.5. Provide coherent, standardised assessment and IQA documentation that complies with Crossfields Institute requirements
- D.6. Use the outcome of internal quality assurance processes to improve future assessment practice

E. Learners

- E.1. Receive an induction into Crossfields Institute Assessment Methodology and Portfolio Building and understand criterion referenced assessment where relevant
- E.2. Are aware of the centre's Complaints and Appeals Policy
- E.3. Receive an assessment plan or assignment schedule
- E.4. Are aware of any requirements that might affect the achievement of the qualification or completion of the programme (e.g. work placements, deadlines)
- E.5. Receive informative feedback from all assessment activities within a realistic timescale relating to the achievement/non achievement of the learning outcomes and assessment criteria where relevant
- E.6. Receive regular feedback to accompany their individual progression on the path towards achieving the overall programme or qualification

F. Crossfields Institute

- F.1. As requested, Crossfields Institute external quality assurers (EQAs) must be given access to all assessment documentation and evidence that supports the award of qualifications/programmes.

G. Internally Devised Assessment

All Crossfields Institute qualifications/programmes use centre devised assessment. Fair and non-discriminatory assessment of all learners must be demonstrated by the assessment strategy and plan, which will be checked and agreed by the EQA/Lead EQA.

At the design stage it is the responsibility of the IQA to verify that both the assessment strategy and the assessment tasks adhere to the following principles:

- i) Authenticity
- ii) Validity
- iii) Reliability and consistency
- iv) Currency
- v) Sufficiency
- vi) Fitness for purpose
- vii) Inclusiveness

H. External Quality Assurance

External quality assurance is carried out by a Crossfields Institute appointed External Quality Assurer (EQA). The EQA will scrutinise the evidence for all parts of a qualification or programme offered by the centre.

They will:

- Sample assessment and learner evidence of achievement
- Ensure that rigorous processes are in place for the assessment, tracking and recording of individual learner achievements in accordance with Crossfields Institute requirements
- Check that levels of attainment are consistent over time and with other similar qualifications
- Sign off Recommendations for Award forms (Cache qualifications).
- Approve claims on the Mercury system, or monitor claims if Direct Claims Status has been given to the centre
- Complete an EQA Report for Crossfields Institute

EQA Reports are made available to the centre and form an important source of evidence for the centre's own Quality Improvement Plan.

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Reviewed by: Head of Quality, Alison Richards