Fair Assessment Policy

Overview

KBM Training & Recruitment, Ltd Fair Assessment policy is to:

- ensure access and equality of opportunity whilst preserving the integrity of the qualification
- ensure there are no obstacles to demonstrating achievement
- provide on-going support to candidates, including those with particular requirements
- take account of all current legislation with regards to equality of opportunity

Access

- Learners are made aware of the existence of this policy and have open access to it. It can be found in the Assessment Policy folder at the centre and also online
- All tutors, trainers and assessors are made aware of the contents and purpose of this policy.
- This policy is reviewed annually and may be revised in response to feedback from students, tutors and external organisations such as examination boards.

Good Practice and Fair Assessment

In order to create and maintain good practice and fair assessment KBM Training & Recruitment, Ltd will ensure that:

Tutor/Assessors/Trainers

- Receive an induction into KBM Training & Recruitment, Ltd principles of assessment and quality assurance procedures
- Create assessment activities with regard to the equality and diversity of learners, making sure that evidence can be produced in varied ways
- Guarantee the use of plain language with regards to the unit
- Make certain that the assessment plan allows for the producing of evidence to allow learners to fulfill the assessment criteria.
- Keep records of all assessment activities
- Advise learners in accordance learning outcomes
- Devise and implement their strategy of assessment so as to neither discriminate against any group of learners nor unnecessarily overstrain learners
- Attend regular standardisation meetings to share best practice

There is periodical review of the assessment undertakings as an integral part of the course review. Please see the NVQ Code of Practice for further information on assessment practice and the roles of staff involved in the process.

KBM Training & Recruitment, Ltd will:

Verify an appropriately structured sample of assessor work from all programmes, sites and teams, to ensure centre programmes conform to national standards and external verification requirements.

- Plan an annual quality assurance schedule, linked to assignment plans
- Define, maintain and support effective internal verification roles

- Ensure that identified staff will maintain secure records of all internal verification activity
- Brief and train staff on the requirements for current IQA procedures
- Promote internal quality assurance as a developmental process between staff
- Provide coherent [or standardized] IQA documentation
- Use the outcome of internal quality assurance processes to enhance future assessment practice

Learners will

- Receive an induction into KBM Training & Recruitment, Ltd ’s Assessment and Portfolio Building and understand criterion referenced assessment
- Be aware of the centres assessment appeals policy
- Have learning outcomes, performance criteria and other significant elements of learning and assessment made clear at the outset of the course and when assignments are set.
- Receive a plan of assessment
- Be aware of any time restrictions that might effect the achievement of the qualification
- Have access to teachers, tutors and engagement workers who are fully trained, with appropriate qualifications and experience
- Receive informative feedback from all assessment activities within a realistic timescale relative to the achievement/non achievement of the assessment criteria
- Receive regular feedback to accompany their individual unit progression on the path towards overall qualification
- Have assessment of all work assessed fairly against the qualification standards and awarding body’s requirements.
- Have externally marked tests and exams assessed according to the requirements of the awarding body.

Awarding Body Personnel will:

As requested, KBM Training & Recruitment, Ltd quality reviewers receive access to all assessment documentation and evidence that supports the award of credit/qualifications

External Quality Assurance will

External Quality Assurance is carried out by appointed External Quality Assurers (EQAs). The EQA will scrutinise the evidence for all units 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 KBM Training & Recruitment, Ltd ’s requirements

- Sign off Recommendations for credit/qualification achievement
- Complete an EQA Report for KBM Training & Recruitment, Ltd

Cheating and Plagiarism

A fair assessment of student's work can only be made if that work is entirely the student's own. Therefore students can expect an awarding body to be informed if:

- They are found guilty of copying, giving or sharing information or answers, unless part
- of a joint project
- They use an unauthorised aid during a test or examination which includes mobile phones
- They copy another student's answers during a test or examination
- They talk during a test or examination.

All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant awarding body.

This policy will be monitored annually to review its effectiveness and will be updated in accordance with necessary changes.

Agreed/signed by: Salman Khan

Position: CEO/Director