Access to Fair Assessment Policy

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1. Purpose

The purpose of this policy is to ensure that all learners at Achieve UK Training Ltd have equal opportunity to demonstrate their knowledge, skills, and understanding through fair and unbiased assessment practices. This policy ensures assessments are accessible, inclusive, and conducted in line with national standards and awarding organisation requirements.

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2. Scope

This policy applies to:

- All learners enrolled on accredited and non-accredited courses
- All staff involved in assessment, internal quality assurance (IQA), and course delivery
- External verifiers and awarding organisations

It covers all types of assessments, including:

- Coursework
- Practical assignments
- Exams/tests
- Observations and professional discussions
- Portfolios

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3. Principles

Achieve UK Training Ltd is committed to ensuring that:

- Assessments are fair, valid, reliable, and consistent
- All learners are treated equally and without discrimination
- Reasonable adjustments are made for learners with specific needs
- All learners are informed of the assessment process and criteria in advance
- Assessors are appropriately trained and qualified
- Appeals and feedback systems are in place

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4. Learner Entitlements

All learners are entitled to:

- Clear and accurate information about the assessment process
- Assessments that are based on current, valid criteria
- Feedback that is constructive, timely, and promotes learning
- Reasonable adjustments for learning difficulties, disabilities, or language barriers
- An opportunity to resubmit or retake assessments where appropriate
- Access to appeals procedures if they feel an assessment decision is unfair

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5. Reasonable Adjustments and Special Considerations

Achieve UK Training Ltd will provide reasonable adjustments to ensure learners with specific needs are not disadvantaged. Examples include:

- Extra time in exams
- Use of a reader or scribe
- Modified materials (e.g., large print, braille)
- Flexible assessment arrangements (e.g., oral submissions)

Learners must notify staff of any needs at enrolment or as soon as they become aware. Adjustments will be made in line with awarding body regulations and must not affect the integrity of the qualification.

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6. Assessment Procedures

All assessments will:

- Be planned and scheduled in advance
- Be conducted in a supportive and professional environment
- Use clear assessment criteria and grading guidance
- Allow learners to demonstrate performance in a variety of ways (where applicable)
- Be internally verified to ensure consistency and fairness

Assessors must:

- Use current assessment practices and standards
- Provide transparent marking and clear feedback
- Record assessment decisions accurately
- Refer borderline or unusual outcomes for internal quality assurance review

7. Internal Quality Assurance (IQA)

The IQA process ensures:

- All assessors apply the same standards
- Evidence is authentic, sufficient, and meets learning outcomes
- Assessment records are maintained securely
- Learner progress is monitored and supported
- Standardisation meetings are held regularly

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8. Malpractice and Plagiarism

Learners are expected to produce their own work. Malpractice includes:

- Plagiarism
- Copying others' work
- Using unauthorised materials in exams
- Impersonation

Suspected malpractice will be investigated in line with the **Malpractice and Maladministration Policy**, and sanctions may be applied.

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9. Appeals Process

If a learner believes an assessment decision is unfair, they should follow the **Appeals Policy**. The process includes:

1. **Informal resolution** with the assessor
2. **Formal written appeal** to the IQA or Centre Manager
3. **Review by an external verifier** (where applicable)
   Learners will be informed of outcomes at each stage.

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10. Staff Responsibilities

- **Assessors**: Apply assessment criteria consistently and support learners
- **Internal Verifiers**: Monitor the quality of assessment and feedback
- **Centre Management**: Ensure policy implementation and resource provision
- **Admin Staff**: Maintain secure assessment and learner records

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11. Communication of Policy

- This policy is available to all staff and learners via the learner handbook and company website
- It is discussed during learner induction and staff training
- Any updates to the policy will be communicated promptly

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12. Policy Review

This policy is reviewed **annually**, or when:

- There are changes in awarding body or legal requirements
- New types of assessments are introduced
- Feedback from learners or staff identifies areas for improvement

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📧 For any questions about assessment or access arrangements, please contact:
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