



## Assessment Policy

- Aim:** To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals.  
To ensure that the assessment procedure is open, fair and free from bias and to national standards.  
To ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, the centre will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- Assess learner's evidence using only the published assessment and grading criteria
- Ensure that assessment decisions are impartial, valid and reliable
- Not limit or 'cap' learner achievement if work is submitted late
- Develop assessment procedures that will minimise the opportunity for malpractice
- Maintain accurate and detailed records of assessment decisions
- Maintain a robust and rigorous internal verification procedure
- Provide samples for Standards Verification as required by the awarding body
- Monitor standards verification reports and undertake any remedial action required
- Share good assessment practice between all programme teams
- Ensure that assessment methodology and the role of the assessor are understood by all staff
- Provide resources to ensure that assessment can be performed accurately and appropriately.

***This policy will be reviewed every 12 months by the Principal of College***