



Assessment Policy & Procedures

1.0 Purpose

This Policy provides guidance to learners and tutors on assessment and academic progress.

2.0 Policy Statement

Youth Works Northamptonshire (and its subsidiaries) will ensure that the processes of assessment and academic progress are applied fairly and consistently across the board and that these procedures comply with the requirements of external awarding bodies.

3.0 Scope

This policy applies to all formal/summative assessments and describes procedures to ensure the integrity of the assessment process and satisfactory academic progress.

4.0 Responsibilities

4.1 The Head Teacher is responsible for the implementation and development of this policy.

4.2 Tutors and learners are responsible for the effective operation of this policy.

4.3 Tutors are responsible for ensuring that they follow procedure as detailed in Appendix 1.

4.4 Tutors are responsible for ensuring that learners are aware of what is expected of them during each unit as detailed in Appendix 2.

4.5 The Examinations and Internal Quality Assurance Officer is responsible for the administration of awarding body external examinations.

4.6 The Head Teacher is responsible for monitoring the effectiveness of this policy.

5.0 Assessment

5.1 Learners will normally be allowed no more than two attempts to achieve a satisfactory standard in any one assessment. Exceptionally, and at the discretion of the Head Teacher, the learner may be allowed a third attempt which must be undertaken by a date agreed with the Head Teacher.

5.2 Where a learner is absent at the time an assessment is offered, or does not submit an assessment on time, this will be recorded as one attempt unless the absence was previously approved by the member of staff conducting the assessment or evidence of a genuine reason for absence or lateness can be given, for example, a medical certificate.

- 5.3 Where appropriate an alternative instrument of assessment will be used for any reassessment.
- 5.4 Assessment evidence will be retained by the College for the purpose of moderation and will only be returned to the learner at the discretion of the College and only after completion of the moderation process.
- 5.5 Where a learner is likely to have difficulty in demonstrating attainment through the standard assessment arrangements it may be possible to request and provide alternative assessment arrangements in line with the learner's specific needs – see Access to Assessment and Qualification Policy.
- 5.6 Where such a need is identified either by the learner or a member of staff this should be communicated to the Examinations and Internal Quality Assurance Officer who is responsible for liaising with the awarding body to gain approval for the use of alternative assessment arrangements.

6.0 Moderation

- 6.1 It is essential that the assessment decisions made are to national standards. To ensure that all assessors for the same qualification apply the assessment process consistently for all learners and that the final assessment mark is accurate, reliable and recorded, a system of moderation is in place.
- 6.2 Moderation is conducted on a sampling basis by appropriate staff – internal moderation and by the awarding body – external moderation.
- 6.3 It is the responsibility of all College staff to participate in the moderation process by keeping the necessary records, attending moderation meetings and submitting marked learner assessments as requested.
- 6.4 Results for internally assessed units are final only after internal and/or external moderation.

7.0 Deceit

Plagiarism and other forms of cheating are not tolerated.

If a learner is suspected of cheating or caught cheating, for example: suspected of submitting an assessment that is not wholly his or her own work (plagiarism), copying in a supervised assessment, using unauthorised aids in supervised assessments or falsifying records, the Learner Disciplinary Procedure will be invoked.

8.0 Academic Progress

Continued satisfactory academic progress throughout a learner's course of study is required.

Academic progress will be monitored continually. Formal reviews of progress will take place on a six-weekly basis and recorded on the Individual Learning Plan.

Continual failure to submit course work to the required standard and/or deadlines or to achieve summative assessments or failure to meet the agreed requirements of any support or recovery plan may lead to a learner being withdrawn from their course of study.

9.0 Appeals

Learners have the right of appeal against assessment decisions, which may adversely affect their academic achievement, if they feel there are just grounds such as error, inconsistent judgment, misinterpretation or unfairness.

A learner may appeal against:

- The non-award of any unit;
- The non-award of merit;
- The non-award of the final qualification.

The Examinations and Internal Quality Assurance Officer (EIQA) will be responsible, in the first instance, for investigating an appeal against any assessment decision.

The EIQA will investigate and re-mark the assessment(s), where appropriate, to ensure that the original outcome is valid and reliable.

The EIQA will formally report the outcome of the re-marking of any assessment(s), with comment where appropriate, to both the assessor and the learner.

All appeals should be instigated within 5 days of receiving the assessment decision. Once the informal process has been exhausted the learner will have the right to invoke the College's Formal Learner Appeals Policy and Procedures but only if they have evidence that the review by the EIQA was incomplete or unreasonable.

10.0 Review

This policy will be reviewed annually by the Board of Trustees.

Ratified by the Board of Trustees: 6 September 2019

Review due: 5 September 2020

Appendix 1

Responsibilities of the tutor:

Tutors must explain to their learner group, in detail, the content of the unit, assessment methods and the number of assessments at the first meeting and before commencing delivery of the course.

Assessment Procedures:

- Learner Assessments must be marked in conjunction with the guidelines provided by the awarding body of the respective unit.
- Any learner who does not achieve the assessment is given a second attempt at the assessment (for unit based qualifications the learner will only be required to re-answer those parts of the assessment which were wrong, those qualifications assessed by an examination will require the learner to complete the whole examination again).
- Third (and final) attempt at an assessment is at Head Teacher's discretion.
- All assessment results must be recorded on the 'Learner Achievement Record' and stored in the Learner's folder.
- Assessments must be marked, records completed and feedback given to learners within 2 weeks of assessment date.
- On completion of each assessment the relevant result for each learner should be recorded on the 'Learner Achievement Record' form. This IS IMPORTANT for Internal verification purposes. The end result for each outcome within a unit should be clearly recorded on this sheet for each learner in the group.
On completion of the whole unit the tutor should sign and date this checklist and pass it to their Internal Verifier with ALL completed learner folders.

Learner Folder Content

- Each tutor is responsible for the creation, administration (including labelling folder(s) with learner details) and storing in learner groups folders in the designated area.
- Tutor(s)/Learners ARE NOT PERMITTED to remove these folders from the College AT ANY TIME.
- ALL learner folders should be available at all times for Internal Verifier spot checks.
- Each learner folder should consist of the following:
 - Young person's work;
 - Assessment evidence;
 - Learner Achievement Record - this record must be kept up to date AT ALL TIMES.

Learner Personal Files

The Schools Administration Assistant is responsible for creating and maintaining a personal file for each learner.

Each file will contain:

- The referral form
- Consent form
- Signed learner agreement
- Copies of notes from meetings
- A copy of their timetable
- Individual Learning Plan

**THESE COLLEGE POLICIES & PRODEDURES MUST BE FOLLOWED BY ALL STAFF
WITHOUT EXCEPTION**

Appendix 2

How your work is assessed

The courses offered by Youth Works Northamptonshire and its subsidiaries are all certificated by National awarding bodies.

Courses which are mainly, or entirely, assessed on a continuous basis and do not involve external end-of-course examinations will be internally assessed by College staff.

Courses which are assessed mainly, or entirely, using an end of-course (external) examination which is set by the awarding body, are marked by an external assessor.

Deciding the results of internally assessed learner work involves three stages:

Stage 1 – Internal Assessment

Qualifications offered by the College are certificated by City & Guilds and AQA and assessment is often on a continuous basis. This means that you will be assessed on your learning at the end of each section or part of your study. Many learners find this approach to assessment less stressful than the more traditional end- of-year examination, because it allows them to be assessed on parts of their work as they go along rather than all of it at the end of their course.

Learners will be assessed by the Tutor facilitating the qualification. Learners who are not successful in an assessment at the first attempt will be provided with advice and support by the tutor and given the opportunity to be re-assessed.

Stage 2 – Moderation

To ensure that assessments are fair to all learners internal assessments are regularly checked by the Examinations and Internal Quality Assurance Officer. Meetings are held at which learner work from a number of classes, each taking the same or similar units of study, are compared. This is to ensure that common standards of assessment have been applied. This process is called 'internal moderation'.

Occasionally, the judgment made by a tutor who first assessed a learner's work is challenged during the moderation stage. This is done in the interests of fairness, to ensure that all learner work is assessed in the same way and to the same standard.

While this does not happen very often, a class tutor's assessment of learner work can be changed at the moderation stage by his/her colleagues, if they are of the view that the class tutor's assessment has been too lenient (e.g. by passing learner work which is not of the required standard) or if the tutor's assessment has been too harsh (e.g. he/she has failed learner work which, in the opinion of the internal moderator, is of pass standard).

The key point is that a class tutor is not in a position to tell a learner in his/her class definitely whether or not work has passed or failed before moderation has taken place. When your tutor gives you feedback on your assessment, he/she is trying to be helpful, but you must not mistake informal feedback for the final decision on your work. Moderation of assessments can lead to changes. Your tutor may not have the final decision on these matters (for the reasons given).

Stage 3 – Verification

To be strictly correct, no one in the College can tell you definitely whether or not your work has passed or failed. This is because the College is usually not the organisation awarding certificates. Only the awarding body (e.g. City & Guilds) can certificate learner work. In addition to the internal moderation of assessments carried out by College staff, awarding bodies themselves check that work is assessed appropriately.

This process is often called 'external verification' (to indicate that people from outside the College are involved).

The verification process involves the awarding body carrying out checks on College staff's assessments of learner work. This is done by sending 'External Quality Assurers' to the College, where they check assessments against national standards.

Appeals

If you are dissatisfied with the outcome on an internal assessment decision, you can appeal using the process described in the Learner Appeals Procedure.

Summary

If your work is assessed internally it will normally be assessed first by your subject tutor. Your work may then be assessed again at the internal moderation stage by other tutors in the College to ensure fairness.

It may then be assessed yet again by representatives of the body awarding the final certificate at the external verification stage.

Only after the three stages have been completed can you be sure of your results, which will be confirmed in a Certificate from the awarding body.

If your work is assessed externally e.g. by an end of course examination, it is likely to follow the same process above. However, all stages of marking will be undertaken by staff employed by the Awarding Body. Youth Works Northamptonshire staff will not be involved in any stage of the assessment of your work.

Your results will also be confirmed in a Certificate from the awarding body.