Assessment & Feedback Policy

Our aim:

1. To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
2. To ensure that the assessment procedure is open, fair, free from bias, and adheres to national standards
3. To ensure that there is accurate and detailed recording of assessment decisions
4. To ensure all learners receive timely feedback on how they are progressing and what they have achieved so far

To do this, we will:

- Ensure that learners are provided with assignments that are fit for purpose to enable them to produce appropriate evidence for assessment
- Give clear advice on deadlines for submitting work and for receiving feedback
- Assess learners' evidence using only the published assessment and grading criteria
- Ensure that assessment decisions are impartial, valid and reliable
- Ensure feedback on assessment activities are constructive, specific and developmental
- Not limit or 'cap' learners' achievement if work is submitted late
- Develop assessment procedures that will minimise the opportunity for malpractice
- Maintain accurate and detailed records of assessment decisions and feedback
- Maintain robust and rigorous internal verification procedures
- Communicate assessment decisions and written feedback via tutors and on Moodle
- Provide samples for standards verification as required by the awarding organisation
- Monitor standards verification reports as required by the Awarding Organisation and undertake any remedial actions required
- Share good assessment practice between all programme teams
- Monitor the quality of feedback to ensure consistency of presentation and detail
- 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
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Approval Centre Agreement

Useful website links:

- Pearson Qualification Subject pages
- BTEC Centre Guide to Internal Assessment
- Assessment and verification templates
- ILM policies and guidance