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Assessment and Verification Policy	LS009	

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LEAD PERSON	Director Quality Assurance		
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ASSESSMENT AND VERIFICATION POLICY

Policy Statement

Activate Learning is committed to equal, fair and robust assessment for our students which seeks to develop learning through high quality feedback whilst upholding any standards required by our awarding organisation partners. Our Assessment and Verification Policy is underpinned by our Learning Philosophy and our Values.

Purpose

To provide clarity for staff and students about the principles by which all Activate Learning employees will ensure students experience timely, accurate and fair assessment, which is underpinned by robust verification processes and outcomes, and demonstrate our Learning Philosophy in action. To signpost to the relevant procedures.

Scope

This policy applies to all employees and students who are involved in any way in the assessment and/or verification process within the organisation.

Responsibilities

The Director of Delivery has overall accountability for Assessment and Verification in their faculty and are responsible for dealing with alleged malpractice within their faculty and conducting investigations resulting from allegations of malpractice. Directors of Delivery have a responsibility to identify and potential conflicts of interest through assessment or verification and make suitable alternative arrangements to uphold the integrity of the process.

Definitions

Assessment is a generic term for a set of processes that measure the outcomes of students' learning, in terms of knowledge acquired, understanding developed, and skills gained. It serves many purposes. Assessment provides the means by which students are graded, passed, failed or referred. It provides the basis for decisions on whether a student is ready to proceed, to qualify for an award or to demonstrate competence to practise. It enables students to obtain feedback on their learning and helps them improve their performance. It enables staff to evaluate the effectiveness of their teaching.

Verification is a generic term for a set of processes that ensure the quality of all internal assessment in a framework that is scrutinised by external awarding organisations. The purpose of internal verification is to appraise and support assessment delivery to ensure that it is valid, reliable, fair, consistent and meets with awarding organisation standards.

Commitment Statement

Activate Learning will have effective procedures for the consistent implementation of rigorous assessment practices which ensure that the academic/professional standard for each award and award element is set and maintained at the appropriate level and that student performance is properly judged against this. Through explicit implementation of our Learning Philosophy, we place high quality assessment and verification at the heart of what do offer, ensuring that:

- every learner has the opportunity to practice effectively and receives timely feedback before any planned assessment activity.
- every learner understands the timescale and purpose behind different assessment and verification activities and, therefore, knows how they can maximise their opportunities to succeed.
- every learner can use planned formative assessment opportunities to 'fail safely' in order to maximise their learning and thoroughly prepare for summative assessment tasks.

In addition:

- The principles, procedures and processes of all assessment will be explicit, valid, and reliable. Students will have access to clear criteria for the marking and grading of assessments.
- Activate Learning will have effective arrangements for diagnosing and supporting students in the development of the skills required for assessment.
- Activate Learning will have effective mechanisms to deal with breaches of assessment regulations, and the resolution of appeals against assessment decisions.
- Activate Learning will ensure that assessment is conducted with rigour and fairness and with due regard for security.
- Activate Learning, through its faculty areas, will ensure that the scheduling and amount of assessment is consistent with an effective and appropriate measurement of the achievement by students of the intended learning outcomes and effectively supports learning.
- Activate Learning will ensure that there are robust mechanisms for assessment and internal verification and for the standardisation or moderation of marks or grades, and that assessment decisions are recorded and documented accurately and systematically.
- Activate Learning will ensure that appropriate feedback is provided to students on assessed work in a way that promotes learning and facilitates improvement. In each term students will be given marked or graded feedback that enables their progress towards their qualification goals to be gauged.
- Activate Learning will ensure that all staff involved in the assessment of students are competent to undertake their roles and responsibilities.
- Assessment and examination policies, practices and procedures will provide disabled students with an equivalent opportunity as their peers to demonstrate the achievement of learning outcomes.
- Student work will be marked and returned to the student within ten working days.

Where Activate Learning delivers courses that are validated by external awarding organisations, it will ensure that:

- courses have the relevant current awarding organisation approval
- staff are aware of and implement the awarding organisation's requirements regarding assessment
- procedures are in place for preventing and investigating any malpractice and maladministration
- learners have the right to appeal assessment decisions in line with the awarding organisations policy
- Activate Learning's internal verification procedures are applied and meet awarding organisation requirements
- students are informed in good time of awarding organisation registration and entry requirements, costs and deadlines
- examinations are scheduled and conducted according to awarding organisation procedures, and all invigilators are trained and aware of the specific requirements
- there are robust procedures for checking students' registrations and entries with the awarding organisation, for the reporting of marks and grades to the awarding organisation, and for the receipt from the awarding organisation and distribution to students of results and certification
- results supported by achievement evidence are centrally recorded for use in quality audit processes
- the recommendations of external verifiers are responded to and acted on as appropriate

Activate Learning is committed to upholding the standards by our awarding organisations partner and we will actively work with employees and students to prevent malpractice and maladministration.

Impact of Policy Implementation

High quality and robust assessment and verification will ensure that our learners are more likely to achieve their qualifications and progress on to further learning and employment opportunities. It will improve the trust and confidence our partner awarding organisations have in Activate Learning, prevent sanctions and enable more timely claiming of certification through achievement of direct claims. It will also be evidence of our Learning Philosophy in action with direct impact on how our learners experience assessment and

verification practices within Activate Learning.

Relationships with other policies and procedures

This policy and should be read in conjunction with the following procedures

- Assessment and Verification procedures
- Student Behaviour and Disciplinary procedures
- Staff Capability procedures
- Staff Disciplinary procedures
- Assessment Appeals procedure for Higher National Qualifications
- Quality of Education procedures
- Conflicts of Interest for Staff procedures
- Whistleblowing procedures

Appendices