

Assessment Policy and Procedure

Version:	Changes:	Date:	Made by:	Review date
V.020a	Initial version	January 2020	Diane McGhee	January 2022
V.021a	Reviewed, layout changed to be more 'user friendly'. Wording remains intact	June 2021	Diane McGhee	June 2023
V.022a	One point, changed to BOLD to match others. Wording remains intact Changed change list to table format.	December 2022	Diane McGhee	December 2024
V.023a	Reviewed, no changes	Jan 23	Diane McGhee	January 2025

Scope and Context

This policy document provides information about how we will assure the quality of the assessments we make for CAA syllabuses we are approved to deliver. This policy can be read in conjunction with all other Quelltex policies on our site:

<https://www.quelltex.co.uk/contact-us.html>

Our commitment

Quelltex adopt best practice principles of assessment including:

- Quality assured assessment systems and practices
- Standards based and criterion referenced assessment
- Monitoring and evaluation of assessment
- Appeal procedures
- Review and improvement mechanisms.

Quelltex ensure:

- Our assessment design meets CAA syllabus requirements
- Our policies and practices support fair and consistent engagement with learners
- Our assessment decisions are accurate and consistent across assessors
- Our assessors are consistent in their interpretation and applications of CAA syllabuses
- We maintain a documentation audit trail to enable certification and distribution to learners
- We monitor, review, and evaluate our programmes, their delivery and assessment, for continuous improvement.

Assessment Planning

We will:

- Produce a coordinated assessment plan that includes timings and ensures full coverage of the assessment requirements
- Provide learners with opportunities for formative assessment which supports their learning
- Select assessment methods appropriate for the syllabi and registered learners.
- Use language and expressions appropriate to the needs of learners in all assessment materials
- Ensure that assessors are conversant with the content and standards that are required
- Have a planned approach to quality assurance, ensuring that all assessment materials are quality assured before presentation to learners.

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Making assessment decisions

We ensure the following good practice principles apply:

- Sufficient authenticated evidence will be gathered upon which to make an assessment decision
- Assessment marking will be consistent/reliable across internal assessors
- Assessment decisions will be internally quality assured
- Accurate and reliable records of learner progress will be produced and maintained for certification claims
- A system exists for learners wishing to appeal the outcome of an assessment and that policy can be seen at any time on our site: <https://www.quelltex.co.uk/contact-us.html>

Quelltex have a sampling assessment risk management strategy which includes:

- Standardisation
- A process for monitoring, reviewing and evaluating the delivery and assessment from both learners and employers perspectives
- Accurate documentation showing a clear audit trail.

Providing feedback

We will ensure the following good practice principles apply:

- Assessment is transparent and all relevant information is made available to learners, prior to the assessment
- Processes are in place to ensure clear results are given to learners
- Constructive formative feedback as appropriate will be given to learners.

Security

Quelltex ensure that systems are in place for the secure recording, storing and accessing of learners' assessment records.

Provision of resources

Quelltex ensure that appropriate physical, technological, financial and human resources are available to support fair assessment and to cater for the needs of learners.

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Learner roles

In order to meet our policy requirements for fair assessment, learners also have responsibilities. Learners will:

- Follow the required procedures for fair and consistent assessment.
- Engage with assessment information to ensure familiarity with requirements. including authentication, deadlines, standards etc.
- Request an alternative means of assessment if it is shown that the planned assessment method does not provide opportunity to demonstrate that they have reached the required standard.
- Appeal against assessment decision through the established procedures.

Policy Prepared January 2020 by:
Diane McGhee

Policy to be reviewed no later than
January 2022

Reviewed 2nd June 2021 by D McGhee

Changes - Document layout changed to be more 'user friendly'. Wording all remains intact.
Next Review May 2023