



# Access to Fair Assessment Policy

Last reviewed- 1/9/2022

Next review- 1/9/2023

Reviewed by -

Approved by - Trustees

## Access to Fair Assessment Policy

### Purpose:

'When working with young people and vulnerable adults, we at Step into Learning do so in a position of trust. All staff are likely to be seen as role models by our clients, and must therefore act in an appropriate manner; this is why STEP INTO LEARNING takes its responsibilities for Safeguarding very seriously to ensure that the guidance is followed at all times'.

### Policy Statement:

Every learner taking a course funded and delivered by tutors employed by STEP INTO LEARNING will be assessed fairly as follows:

- Assessment will be a test of what the learner knows, what they understand, and what they are able to do.
- For any particular course, every learner will be assessed using the same overall set of exercises and criteria.
- Assessments will be standardised across different tutors and groups to ensure that all learners have been judged against the same standards.

### Procedure/s:

STEP INTO LEARNING is committed to providing ongoing support to all learners. We also aim to ensure that our provision is accessible and eliminates discrimination. Where a particular support requirement is identified, we will work with the relevant awarding organisation to make appropriate adjustments to the provision, to ensure that all learners are able to complete a programme as independently as possible.

Our staff are committed to assisting the learners in managing their individual situation, working towards a more accessible learning environment for all.

In order to achieve the above all learners will be initially assessed, recording that information on an Individual Learning Plan. STEP INTO LEARNING will continue to work with each individual to determine their particular requirements and access arrangements. Regular reviews will also be implemented providing an opportunity to identify and act upon any emerging needs that present during a programme.

### Process:

To ensure that access to fair assessment is implemented effectively and that all learners are treated fairly, STEP INTO LEARNING will:

- Make sure that all staff involved in the delivery are aware of this Access to Fair Assessment Policy, and ensure that it is understood and complied with by all staff and learners.

- Promote equality with regards to the provision of learning programmes.
- Adhere to related procedures and regulations regarding reasonable adjustments to assessment as issued by the awarding organisations.
- Ensure (as far as is practicable), that buildings and assessment sites used for delivery are accessible to all candidates.
- Request permission from the awarding organisations regarding the implementation of specific adjustments as required.
- Make available appropriate equipment/ staff resource to meet the needs of the learners, ensuring that the use of such support is in line with awarding body guidelines, and doesn't disadvantage others who are not affected by the particular requirements.

### Procedure for Appeals by learners:

If a learner feels that they have not been assessed fairly, they should use STEP INTO LEARNING's Appeals Procedure to appeal the assessment decision. ***However, the first step for the learner is always to discuss the situation with the tutor concerned before filing an appeal.***

### Learners can also expect:

- To be fully inducted onto a new course and given information that can be shared with those people that need to know.
- Learning outcomes, performance criteria and other significant elements of learning and assessment, will be made clear at the outset of the course and when assignments are set.
- To be given appropriate assessment opportunities during the course, with appropriate feedback provided on the quality of their work.