

Charlotte's Forest School



Access to Fair Assessment Policy

Access to Fair Assessment

1. Introduction:

- 1.1 Charlotte's Forest School fair assessment policy describes access arrangements for candidates on ITC First qualifications

2. Charlotte's Forest School Policy on Qualification Assessments is to:

- 2.1 Ensure fair access and equality of opportunity whilst preserving the integrity of the qualification.
2.2 Ensure there are no obstacles to achievement.
2.3 Provide on-going support to candidates, including those with particular requirements and those requiring special considerations.
2.4 Take into account current legislation with regards to the equality and equal opportunity.

3. Access to Fair Assessment:

- 3.1 Charlotte's Forest School trainers and assessors will:
- Be conversant with and abide by the ITC awarding body fair assessment and special considerations policy's as documented in policy document P8 Section 4.
 - Create assessment activities with regard to the equality and diversity of learners.
 - Ensure that assessment activities are flexible to meet the needs of all candidates without creating undue advantage.
 - Use plain language, free of jargon and appropriate pace relevant to the candidates.
 - Request pre-notification of any candidate's special considerations so that appropriate training and assessments can be planned.
 - Complete Special Considerations form C4 Access to Special Considerations for available from ITC where there is pre notification of needs.
 - Complete Special Considerations Form Unforeseen Circumstances P7 where there is no pre notification of considerations.
 - Ensure reasonable adjustments to assessments are made without any undue advantage gained by the candidate and hindrance to others.
 - Clearly explain the learning outcomes and assessment criteria.
 - Maintain regular dialogue with the candidates as to how they are progressing throughout their assessments.
 - Provide Charlotte's Forest School and ultimately the awarding body, ITC First, with the assessment documents and C4 and C7 Access to Special consideration documents
4. Charlotte's Forest School in conjunction with awarding body guidance will ensure that via its Internal Quality Assurance:
- The assessment approach for the qualification is appropriate, fair and reliable without any undue advantage.
 - The assessments meet the requirements of the awarding body and regulators.
 - Records of assessment and any adjustments are clearly detailed to support the assessment decisions.
 - Assessment decisions are fair and free from bias.
 - All documentation will be provided to its awarding body.

5. Charlotte's Forest School Internal Quality Assurance

- 5.1 Charlotte's Forest School will review candidate assessment evidence, ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award.

- 5.2 Charlotte's Forest School will ensure that it uses trainers and assessors that are regularly internally verified by a centre representative in line with current guidance e.g. annually to meet HSE requirements for trainer/assessors of first aid qualifications.
- 5.3 Charlotte's Forest School will in addition and where appropriate undertake unannounced visits to its courses.
- 5.4 Charlotte's Forest School will support ITC in its activities of Externally Quality Assuring assessment decisions on its courses.
- 5.5 Use the outcomes of any internal quality reviews to enhance future assessment practices

6. Course Candidates Will Receive From Charlotte's Forest School:

- a) An induction at the beginning of each course detailing the outline of the course and the assessment criteria.
- b) Information of the complaints and appeals procedure if they feel they have a grievance of any nature either during or following course completion.
- c) Their own assessment plans and regular feedback, which are available to be viewed during the training activity.
- d) An indication of achievement at the time of assessment. Pass/Fail is ultimately the responsibility of the awarding body however candidates may receive an indication from the trainer at the time of the activity.
- e) A fair and appropriate opportunity to achieve.

7. Appeal Against Assessment Decisions

All candidates may appeal (within published time deadlines – 3 weeks) against assessment decisions to the following:

Escalation to be considered only after previous level of response has been exhausted:

1. Charlotte's Forest School - Director
2. ITC First Awards Manager – awarding body
3. National Regulators – SQA, Ofqual, Qualifications Wales – national external regulators of qualifications