

ELA TRAINING SERVICES

Access to Fair Assessment



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1. Introduction:

- 1.1 ELA TRAINING SERVICES fair assessment policy describes access arrangements for learners across all of our provision of accredited qualifications

2. ELA TRAINING SERVICES 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 learners, 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:

ELA TRAINING SERVICES trainers and assessors will:

- a) Be conversant with and abide by the policies in regards to Equality, Diversity, Access to Assessment Policy (fair assessment and special considerations) of all of the Awarding Bodies and End Point Assessment Organisations that we are affiliated with,
- b) Create assessment activities with regard to the equality and diversity of learners.
- c) Ensure that assessment activities are flexible to meet the needs of all learners without creating undue advantage.
- d) Use plain language, free of jargon and appropriate pace relevant to the learners.
- e) Request pre-notification of any learner's special considerations so that appropriate training and assessments can be planned.
- f) Complete & submit any forms specific to or required by Awarding Bodies & End Point Assessment Organizations in Advance of the Course or the Assessment.
- g) Ensure reasonable adjustments to assessments are made without any undue advantage gained by the learner and hindrance to others.
- h) Clearly explain the learning outcomes and assessment criteria.
- i) Maintain regular dialogue with the learners as to how they are progressing throughout their assessments.
- j) Complete any end of course or assessment forms, and annotate any reasonable adjustments that have been made and return to the relevant Awarding Body or End Point Assessment Organization.

4. ELA TRAINING SERVICES in conjunction with awarding body guidance will ensure that via its Internal Quality Assurance activities:

- a) The assessment approach for the qualification is appropriate, fair and reliable without any undue advantage.
- b) Ensure that the assessments meet the requirements of the awarding body, End Point Assessment Organization and regulators.
- c) Ensure that records of assessment and any adjustments are clearly detailed to support the assessment decisions.
- d) Ensure the assessment decisions are fair and free from bias.
- e) Provide all documentation to its awarding bodies and End Point Assessment Organisations.

5. ELA TRAINING SERVICES Internal Quality Assurance

- 5.1 ELA TRAINING SERVICES will review learner assessment evidence, ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award.
- 5.2 ELA TRAINING SERVICES will ensure that it uses trainers/assessors that are regularly internally quality assured 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 ELA TRAINING SERVICES will in addition and where appropriate undertake unannounced visits to its courses.
- 5.4 ELA TRAINING SERVICES will support all its Awarding Bodies and End Point Assessment Organisations in their 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 Learners Will Receive From ELA TRAINING SERVICES:

- 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 then relevant awarding body or End Point Assessment Organisation, however learners 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 learners 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. ELA TRAINING SERVICES Operations Director
2. Awarding body or End Point Assessment Organisations
3. National Regulators – SQA Accreditation, Ofqual – national external regulators of qualifications