

**Xact Consultancy and Training Limited**

**Assessment Policy**

**1. Introduction**

- a) To ensure a competent system of assessment is in place.
- b) To ensure that assessment process is valid, reliable and does not disadvantage or advantage any group of delegates or applicants.
- c) To ensure that the assessment procedure is open, fair and free from bias and meets national standards.
- d) To ensure that a secure, accurate and detailed recording of assessment decisions is in place.

**2. Process**

In order to do this, the centre will:

- a) ensure assessors are approved by the awarding body.
- b) ensure delegates and applicants are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment.
- c) assess delegate and applicant evidence using published assessment and grading criteria.
- d) ensure assessment decisions are impartial, valid and reliable.
- e) ensure effective assessment roles are defined, maintained and supported.
- f) not limit or “cap” delegate and applicant achievement if work is submitted late.
- g) develop assessment procedures that minimise the opportunity for malpractice.
- h) ensure standardised assessment documentation is provided and used.
- i) maintain accurate and detailed records of assessment decisions.
- j) provide samples of assessments as required by awarding body.
- k) monitor assessment reports and undertake any remedial action required.
- l) share good assessment practice between all assessment centre personnel.
- m) ensure that assessment methodology and the role of the assessor are understood by all personnel involved.
- n) provide resources to ensure that assessment can be performed accurately and appropriately.
- o) ensure the outcome of assessments is used to enhance future delegate and applicant evidence.

### **3. Procedure**

The Head of Centre is responsible for:

- a) ensuring those involved are briefed and trained in the requirements for current assessment.
- b) defining, maintaining and supporting those involved in assessment process.
- c) monitoring and supporting assessors to ensure each conform to common national standards.
- d) ensuring assessments are fit for purpose prior to use.
- e) providing standardised assessment documentation.
- f) ensuring that all assessment records are maintained securely.
- g) using the outcome of internal verification to enhance future assessment practice.
- h) ensuring periodically a plan of internal verification schedule is provided to all relevant assessors and centre personnel.

### **4. Related Policies**

The following policies are relevant to assessment:

- a) Submission Policy
- b) Internal Verification Policy
- c) Appeals Policy
- d) Malpractice Policy
- e) Reasonable Adjustment Policy
- f) Conflict of Interest Policy