



Access to Fair Assessment Policy

The Snap Cymru 'Access to Fair Assessment Policy' ensures that all the assessments undertaken by our learners are:

- *Reliable*
- *Valid*
- *Fit for purpose*
- *Transparent*
- *Recognise and respect equality and diversity*
- *Use appropriate and accessible language for assessment*

Audience

The intended audience for this document is:

SNAP Cymru staff, volunteers and learners and any external verifiers who are involved in the provision and assessment of SNAP Cymru, AGORED provision

This policy covers all the AGORED Accredited courses delivered by SNAP Cymru

The above is translated into practice through the following:

Tutors/Assessors:

- Are inducted into AGORED Cymru principles of assessment and understand criterion referenced assessment
- Record outcomes of all assessment activities
- Provide feedback to learners which are clearly referenced to the achievement of the learning outcomes
- Plan the assessments and the timing of the assessment so as not to overburden the learners or the tutors or to discriminate against any particular group of learners
- Are aware of the timescales available to complete the unit assessment for verification and accreditation

The writers of assessment materials:

- Produce assessment materials/activities with regard to equality and the diversity of learners which allow for evidence to be produced in diverse ways
- Ensure that the assessment strategy and assessment activities provides for the generation of evidence for all the Learning Outcomes for a Unit

- Ensure they use plain language appropriate to the level of the unit
- Review the assessment tasks and materials on a regular basis and as part of any new course

Internal Verifiers:

- Ensure that tutor records are kept clear and current
- Ensure that tutor feedback is clear and unambiguous and related to the assessment criteria
- Ensure that all assessment criteria are valid
- Provide written feedback to tutors and assessors
- Ensure that all quality improvement recommendations are monitored and auctioned
- Support/mentor all new tutors and identify areas for development
- Provide induction training for all new tutors in assessment and AGORED Cymru's criterion referenced assessment

Learners

- Are introduced to the AGORED Cymru's Assessment process and understand criterion referenced assessment
- Are given a copy of the unit and that the level of the unit is appropriate for the learner
- Are provided with an assessment tool/plan and understand the evidence required to meet the assessment criteria
- Are aware of the timescales available to complete the unit assessment for accreditation
- Receive feedback from all assessment activities which relates to achievement/non-achievement of the accreditation
- Feedback to learners is appropriate to their learning needs; this could be verbal or written and should be documented.
- Learners are given the opportunity to act on feedback after formative assessment and to make changes or additions to their work
- Are provided with reasonable adjustments and special consideration where appropriate and following AGORED Cymru's guidance.
- Are made aware of the centres appeals process and how to access any documentation to support its use

Agored External Verifiers and Quality Reviewers

- Are given access to all relevant documentation and assessment evidence to support the award for credit as requested.

Policy author: Amanda Daniels **Agreed by:** Caroline Rawson
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