



# Access to Fair Assessment Policy

## 1. Introduction

Where a course contains an element of assessment, this Policy will:

- Ensure fair access and equality of opportunity whilst preserving the integrity of the qualification
- Support candidates to overcome any obstacles and where possible to demonstrate achievement
- Provide on-going support to candidates, including those with particular requirements and those requiring special considerations
- Work in line with other Jill Webb Training policies

## 2. Access to Fair Assessments

All associates working on behalf of Jill Webb Training will:

- Be aware of, and abide by, any relevant awarding body policies and procedures
- As part of joining instructions, and as part of course induction, make clear which parts of the course are assessed and how assessment will be carried out
- Learners will also be informed of what to do if they are unhappy about any assessment decisions
- Create assessment activities with regard to the equality and diversity of learners, ensuring that assessment activities are flexible to meet the needs of all candidates without creating undue advantage
- Use plain language, free of jargon, and of an appropriate pace for the candidates
- Request pre-notification of any candidates special considerations so appropriate training and assessments can be planned
- Ensure reasonable adjustments to assessments are made without any undue advantage gained by the candidate and hindrance to others
- Explain clearly where reasonable adjustment is not possible. For example, in a First Aid Course where to meet the assessment criteria, a candidate must be able to perform CPR on the floor

## Access to Fair Assessment Policy – Continued

### 3. Internally Quality Assurance (IQA) of Assessment Decisions

Any associate working for Jill Webb Training will be asked to submit assessment decisions for IQA.

This process will strive to:

- Ensure the assessment approach for the qualification is appropriate, fair and reliable without any undue advantage
- Verify that the assessments meet the requirements of the awarding body and regulators
- Ensure that records of assessment and any adjustments are clearly detailed to support the assessment decisions
- Ensure the assessment decisions are fair and free from bias
- Ensure all documentation necessary for the awarding of qualifications is processed according to the relevant requirements
- Where Jill Webb is the Assessor, arrangements are made for an external IQA process to take place
- Notes of the appeal and its outcome will be kept in the log found at Appendix A. The outcomes of this process will be used to enhance future assessment practices

### 4. Learner Appeal Against Assessment Decisions

- If a learner is not happy with an assessment decision, where appropriate, they are asked to discuss this immediately with the assessor. For example, on a practical course if they have failed to meet the assessment criteria for a practical activity to ask for more clarification
- If this is not appropriate or if the matter remains unresolved, they should contact Jill Webb and document in writing why they are unhappy
- Jill Webb will carry out an investigation and respond as soon as possible to either confirm the assessment decision or uphold the appeal
- If the assessment decision relates to a course which is externally accredited, this matter will then be passed onto them for scrutiny and decision in accordance with their policies
- If Jill Webb is the Assessor she will arrange for an external independent investigation to take place

This appeal is the end of the process.

*This policy will be reviewed every three years or earlier if a change in legislation, working practices or feedback from clients or partners necessitates.*

*As at the annual review in August 2023, no appeals had been received.*

