

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Access to Fair Assessment Policy



Introduction:

This policy covers the arrangements for fair assessment for learners taking any course at Build-a-Future. It is not limited to those courses which are assessed. Learners are made aware of the existence of this policy and have direct access to it on paper in a folder at Build-a-Future.

All instructors teaching at Build-a-Future are made aware of the contents and purpose of this policy. This policy is reviewed annually and may be revised in response to feedback from learners, tutors, and external organisations.

Policy Statement

Every learner taking a course at Build-a-Future will be assessed fairly.

That means that:

- Assessment will be a test of what the learner knows, what they understand, and what they are able to do.
- For any course, every learner will be assessed using the same overall set of exercises and criteria.
- Assessments will be standardised across different tutors and classes to ensure that all learners have been judged against the same standards.

Procedure for Appeals by Learners

If a learner feels that they have not been assessed fairly then they should use the Appeals & Complaints Procedure to appeal the assessment decision of their tutor. However, the first step is always to discuss the situation with the tutor concerned.

Date: November 2018

Review Date: November 2019