



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

# **Access to Fair Assessment Policy**

## Change History

<b>First Published:</b>		28/10/2008	<b>Originally Created by:</b>	SMT
<b>Person Responsible for Policy:</b>		Enable CEO		
<b>Date of Review</b>	<b>Reviewed by</b>	<b>Policy changes</b>	<b>Approved by</b>	<b>Date of next review</b>
19 Feb 2018	Standards Officer	Changes to job titles to reflect new organisational restructure.  Small changes to wording and referencing	Operations Manager	23 July 2018
21/04/2020	SMT	No Changes	CEO	21/04/2021

## Strategic Commitment

We aim to provide an assessment framework which provides all learners with the opportunity to achieve their full potential by the most appropriate and direct route. Our assessment policy is based on the concepts of equality, diversity, clarity, consistency and openness. We will endeavor to ensure that all our assessment processes are fair and non-discriminatory.

## Policy

Every learner taking a course through Enable and/or Enable's membership will be assessed fairly. This means that:

- Assessment will be a test of the learner's knowledge, what they are aware of and what they are able to do.
- For any particular course, every learner will be assessed using the same set of standards
- Assessments will be standardised across different tutors, classes and member organisations to ensure that all learners have been judged against the same standards.
- An assignment schedule at the beginning of the programme of learning
- Appropriate assessment opportunities during the course
- Learning outcomes, performance criteria and other significant elements of learning and assessment will be made clear at the outset of a course and when assignments are given.
- All work will be assessed. Constructive and encouraging feedback, including written and verbal, will be given by the tutor, to enable the student to improve their performance.
- When work is required to be marked, it will be carried out within 2 weeks of submission by the learner.
- Where a learner's work does not satisfy the criteria for passing an assessment the guidance in the referral policy will be followed.

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- If a learner feels that they have not been assessed fairly then they have the right to appeal, against an outcome, using the Appeals and Complaints procedure.

### **Implementation**

1. The content and purpose of this policy will be discussed with all existing organisations and new organisations during their initial visit.
2. The policy will be displayed on Enable's website.
3. Learners are made aware of the existence of this policy through the induction process.
4. This policy is reviewed annually and may be revised in response to feedback from learners, tutors and/or membership organisations.

**Signed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_