

Comparability of Assessment Policy (EPA)

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1. Policy Statement

Smart Awards is committed to delivering an effective end point assessment process and ensuring that end point assessors make consistent and reliable assessment decisions. Smart Awards will achieve this through the implementation and review of the end point assessment policy and procedures, which will be reviewed annually by Smart Awards.

2. Scope

The purpose of this policy is to protect our integrity as an end point assessment organisation. To monitor the quality of end point assessment to ensure that end point assessors meet the standard and assessment requirements. To provide quality assurance on the end point assessment processes and to give guidance and support to End Point Assessors, Employers, Training Providers and apprentices.

3. Responsibility

Smart Awards Chief Executive has overall responsibility for ensuring that this policy is implemented.

4. Policy and implementation

It is vital that all apprentices are assessed in a fair and objective manner. Independence and impartiality are critical to ensure quality assessment and to ensure the standard is maintained over time.

Quality Assurance Arrangements

- Provide end point assessment guidance to apprentices, employers and training providers in relation to the requirements of the practical activities, technical work, interview, references and marking of end point activities
- Work with other end point assessment organisations to share good practice
- To ensure the end point assessor makes consistent and reliable assessment judgements through observation of end point activity and audit of recorded interviews and assessment decisions on a sampling basis.
- To consult with representative technical experts when developing the project assessment to ensure there is consistency and comparability in the terms of breadth and depth of the assessment, to ensure the assessments are reliable, robust and valid and ensure competency accord across the industry.
- Develop compensatory assessment for learners with special requirements to allow reasonable adjustments to be made while ensuring that judgements are not compromised.
- Ensure that end point assessors receive training for conducting the interview and project and marking and grading
- Undertake annual training for end point assessors in undertaking fair and impartial assessment, making judgements about performance
- To ensure that documentation is in place and reviewed annually for end point assessment feedback, judgements, making reasonable adjustments and conflict of interest.
- To hold standardisation meetings to ensure consistency of application of the guidance, provide updates and share good practice
- Carry out moderation of assessments
- Gather feedback from employers and training providers following end point assessment

5. Monitoring

External quality assurance for the apprenticeship standards we offer will be managed by the organisations stated within the apprenticeship standard.