



Comparability of Assessment Policy

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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.

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.

RESPONSIBILITIES

- This policy is for end point assessments offered by Smart Awards. This policy is for employers, training providers and apprentices accessing Smart Awards end point assessments and related services and all those involved with the development, delivery and quality assurance of Smart Awards end point assessments. Smart Awards has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. Smart Awards has the day-to-day responsibility for implementing this policy and for monitoring its use and effectiveness and dealing with any queries on its interpretation.

R	Responsibilities	The person who actually carries out the process or task. The person is responsible for action/implementation. Responsibilities can be shared											
A	Accountabilities	The person who is ultimately accountable for the process or task being completed and who has the authority to make decisions, yes or no authority and veto power. Responsible person (s) are accountable to this person. Only one A can be assigned to a task											
C	Consulted	The person to be consulted prior to a final decision or action (two-way communication). People who are not directly involved with carrying out the task but are consulted with.											
I	Informed	Anyone whose work depends on the process or task and who has to be updated about the progress after a decision or action has been taken (one-way communication).											
POLICY		BOARD	CEO	MD	OPS DIRECTOR	QUALITY PORTFOLIO MANAGER	STANDARDS COMPLIANCE OFFICER	QUAL ADMIN OFFICER	IT CONSULT	FINANCE AUDITOR	EQA	NOPS BOARD	CENTRES
Awarding Policies and Process													
Comparability of Assessment		A	R	R	R	R	R	C	I	I	C	I	R
The MD, CEO and Operations Director cover holiday/sickness and absenteeism for areas where the person is responsible for action/implementation of a task. The MD, CEO and Operations Director hold company wide experience to be able to carry out these tasks and hold no conflicts of interest.													

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

5. 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
6. Work with other end point assessment organisations to share good practice
7. 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.
8. 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.
9. Develop compensatory assessment for apprentices with special requirements to allow reasonable adjustments to be made while ensuring that judgements are not compromised.
10. Ensure that end point assessors receive training for conducting the interview and project and marking and grading
11. Undertake annual training for end point assessors in undertaking fair and impartial assessment, making judgements about performance
12. To ensure that documentation is in place and reviewed annually for end point assessment feedback, judgements, making reasonable adjustments and conflict of interest.
13. To hold standardisation meetings to ensure consistency of application of the guidance, provide updates and share good practice
14. Carry out moderation of assessments
15. Gather feedback from employers and training providers following end point assessment

MONITORING

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

REVIEW OF THIS POLICY

17. This policy is reviewed and revised annually in response to feedback, changes in legislation and guidance from the regulators, SQA Accreditation or Ofqual.