



COMPARABILITY OF ASSESSMENT POLICY



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1. POLICY STATEMENT

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

2. SCOPE

2.1. The purpose of this policy is to protect our integrity as an awarding body point assessment organisation. To monitor the quality of assessments to ensure that end point assessors meet the standard and assessment requirements. To provide quality assurance on the assessment processes and to give guidance and support to centres, employers, training providers and learners.

3. RESPONSIBILITY

3.1. Smart Awards MD has overall responsibility for ensuring that this policy is implemented.

4. POLICY AND IMPLEMENTATION

4.1. It is vital that all learners 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.

5. QUALITY ASSURANCE ARRANGEMENTS

- Provide assessment guidance to apprentices, centres, employers and training providers and learners in relation to the requirements of the assessment activities.
- Work with other awarding organisations to share good practice.
- To ensure the assessor makes consistent and reliable assessment judgements through observation of assessment activity and audit of 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 assessors receive training.
- To ensure that documentation is in place and reviewed annually for 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 centres and learners following assessment.

6. REVIEW OF THIS POLICY

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