



# **Assessment Policy**

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## **Assessment of Competence-Based Qualifications in the QCF**

Bluestone College supports the use of non-bureaucratic assessment methods. Learners should not be expected to generate portfolios containing substantial amount of paperwork.

Whilst the Assessor needs to view evidence in terms of:

- Validity
- Authenticity
- Currency
- Sufficiency

Wherever practicable, the emphasis should be on naturally-occurring evidence, making reference to that evidence in support of their claim for competence. The Assessor may wish to support this evidence by using techniques such as a professional discussion recorded electronically, witness testimony from line managers etc.

## **Conflicts of Interest in Assessment**

Assessors and IQAs must not be involved in the assessment decisions where they have a personal interest or, where this happens, they must ensure that the assessment process is subject to scrutiny by those without a personal interest. For more information on Conflict of Interest, see the Conflict of Interest Policy.

## **Confidentiality**

All staff must recognise that some assessment information may be sensitive and provided 'in confidence'. Assessors should conduct their assessments in such a way that any confidential information remains with the Learner. For example, evidence can be assessed by the Assessor and referenced in the Learner's portfolio; however the evidence can remain with the Learner.

Where confidentiality in:

- a) The contents of assessment materials, or
- b) Information about assessment

Is required in order to ensure that a qualification reflects an accurate measure of attainment, BlueStone College must take all reasonable steps to ensure that confidentiality is maintained.

Where breach of such confidentiality (including the loss or theft of assessment materials) is either suspected by the Centre or alleged by any other person, the relevant awarding organization will be informed by the Head of Centre

## The Assessor Role

The role of an Assessor is to

- Ensure that each Learner is aware of his/her responsibility in the collection and presentation of evidence
- Agree and record assessment plans with each Learner
- Fully brief Learners on the assessment process
- Observe Learners' performance in the workplace and/or simulated situations, and/or conduct other forms of assessment in accordance with the qualification requirements
- Ensure that assessment of performance by observation is unobtrusive
- Judge the evidence and record assessment decisions against the assessment criteria
- Provide Learners with prompt, accurate and constructive feedback
- Manage the system of assessment from assessment planning through to making and recording assessment decisions
- Assess evidence of Learner competence against the national standards of occupational competence within the qualification
- Ensure validity, authenticity, currency and sufficiency of evidence
- Maintain accurate and verifiable Learner assessment and achievement records
- Confirm that Learners have demonstrated competence/knowledge and have completed the required documentation
- Agree new assessment plans with Learners where further evidence is required
- Make themselves available for discussion with the IQA/EQA
- Demonstrate commitment to anti-discriminatory practice and equal opportunities
- Ensure that any member of the public involved in assessment give informed consent, especially if there is any risk of intrusion into areas of privacy and/or confidentiality
- Ensure maintenance of confidentiality for sensitive information

## Assessment

Assessors will be selected according to their occupational expertise and according to the requirements of the individual assessment strategy for the qualifications they will be delivering. All assessors will be issued with the relevant strategy on commencement of employment with BlueStone College.

Assessors are encouraged to use a range of assessment methods throughout each individual learners programme, the learner will undertake an initial assessment at which point a long term plan will be drawn up by the assessor to take into account all requirements of the individual.

Assessors will be expected to attend regular standardisation meetings as arranged by the Lead IQA

All assessments must be valid, authentic, reliable, current and sufficient

All candidates must be given access to fair assessment, any particular assessment requirements must be reported to the Lead IQA or IQA, and this must then be reported to the awarding organisation if appropriate. Any action taken must be in line with

Awarding Organisation and EQA feedback will be disseminated to the assessment team via the internal verifier.

A learner who does not fully complete the programme has the option to be given a unit certificate for any completed units. The completed units are subject to internal verification.

Unqualified assessors must have all assessment decisions countersigned by an occupationally competent fully qualified assessor. Countersigning must be 100% until BlueStone College receives an assessor qualification certificate

Assessors are required to ensure that all learners are registered prior to completion of units within a qualification.