

# Assessment Policy

Sept 2021

Version 2

## 1. Scope

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This policy applies to all staff at Expanse Learning College (Hereafter referred to as the College).

## 2. Introduction

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An assessment can be of a student's knowledge, understanding, abilities or skills.

Expanse Learning uses three types of assessment: initial or diagnostic, formative and summative:

- Initial or Diagnostic assessment determines the preparedness of a student for achieving the learning outcomes of a course or module.
- Formative assessment measures a student's progress towards achieving the learning outcomes of a course or module.
- Summative assessment measures the degree to which a student has achieved the learning outcomes of a course or module.

## 3. Accredited Learning

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For accredited learning, summative assessment (and, as appropriate, initial and formative assessment), is formal and recorded. The validity of such assessments is based on the following:

- that students understand the purpose of the assessment (whether it is initial, formative or summative)
- that any assignment set is appropriate to the assessment criteria and the learning objectives, providing students with an opportunity to evidence their relevant knowledge, understanding, skills or abilities.
- the assessment criteria have been explained to the students
- the assessment criteria are applied consistently and fairly to all assessed work
- assignments are generated under consistently applied conditions of assessment (e.g. time allowed, open book, invigilated)
- the commentary on the assignment is appropriate and consistent with the grade awarded
- in the case of assessment by direct observation, that the assessed activities are taking place in an appropriate environment.
- the results of the assessment and feedback are made known to students within an agreed time frame
- the assessment procedure does not disadvantage any student on the basis of race, gender, age, learning difficulty, disability or sexual orientation
- Students have been given the opportunity to disclose a disability in order for a reasonable adjustment to have been made at the time of assessment
- Formal assessments can be carried out internally by the Expanse Learning teaching staff, or externally by the accrediting body or by a mixture of both. The accrediting body will decide whether or not an internal or external verifier should be appointed.
- Verification and/or moderation of assessments will be carried out in accordance with the regulations of the awarding body.

## 4. Appeal Procedure

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From time to time, students may feel they have been wrongly graded. In these cases, the student should follow the Appeals procedure.

## 5. Access to Fair Assessment Statement

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What Students Can Expect from Us:

Every student taking a course at the Expanse Learning will be assessed fairly.

This means that:

- Assessment will be a test of the student's knowledge, what they understand, and what they are able to do.
- For any particular course, every student will be assessed using the same overall set of exercises and criteria.
- Assessments will be standardised across different tutors and classes to ensure that all students have been judged against the same standards.

Students can also expect:

- An assignment schedule at the beginning of a course
- 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 focussed 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 student.
- Where a student’s work does not satisfy the criteria for passing an assessment, in whole or in part, they will be provided with clear feedback on the basis on which the assessment was made.
- Students will gain full accreditation for all prior learning on production of the necessary paperwork
- Students will not be limited to how many times they may take a course.

What we expect from Students

- Students are expected to meet all deadlines for course work and assignments
- Students are expected to achieve the assessment criteria within the given timescale
- All work submitted for assessment purposes must be the student’s own. Any work submitted that is not completely their own, will be regarded as cheating.
- Submissions must not include any discriminatory or divisive language. Use of such language will result in failure of the assessment and the possibility of disciplinary action

**6. Records of Assessments**

Records of assessments and achievements will be maintained for a period of 3 years or longer if required by the accrediting body.

**7. Monitoring and Review**

The effectiveness of this policy will be reviewed annually.

**Impact of non-compliance:**

<b>Staff:</b>	Disciplinary action
<b>Student:</b>	Not Applicable
<b>Legislation/organisational:</b>	Reputational damage, statutory and non-regulated compliance.
<b>Compliance lead:</b>	Headteacher/Director of College
<b>Policy Reference:</b>	ELCO-POL-OPR-018
<b>Version:</b>	2
<b>Agreed policy location:</b>	DatabridgeMIS and Company Webpage
<b>Does the policy require Governor approval?</b>	No

**Approval**

<p><b>Prepared by</b> Karl Wane 01/09/2021</p>  <p>Director of College Post 16 Education</p>	<p><b>Approved by</b> Tony Brown 01/09/2021</p>  <p>CEO</p>	<p><b>Counter Signatory</b> Scott Roberts (Assoc. CIPD) 01/09/2021</p>  <p>Head of corporate Services</p>
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**Version Control**

Version	Date	Revision	Review Date
1	01/09/2020	First Issue	31/08/2021
2	01/09/2021	Policy reviewed	31/08/2022
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