

# Charlotte's Forest School



## Access to Fair Assessment Policy

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### 1. Introduction:

- 1.1 Charlotte's Forest School fair assessment policy describes access arrangements for candidates on ITC First qualifications

### 2. Charlotte's Forest School Policy on Qualification Assessments is to:

- 2.1 Ensure fair access and equality of opportunity whilst preserving the integrity of the qualification.
- 2.2 Ensure there are no obstacles to achievement.
- 2.3 Provide on-going support to candidates, including those with particular requirements and those requiring special considerations.
- 2.4 Take into account current legislation with regards to the equality and equal opportunity.

### 3. Access to Fair Assessment:

- 3.1 Charlotte's Forest School trainers and assessors will:
  - a) Be conversant with and abide by the ITC awarding body fair assessment and special considerations policies as documented in policy document P8 Section 4.
  - b) Create assessment activities with regard to the equality and diversity of learners.
  - c) Ensure that assessment activities are flexible to meet the needs of all candidates without creating undue advantage.
  - d) Use plain language, free of jargon and appropriate pace relevant to the candidates.
  - e) Request pre-notification of any candidate's special considerations so that appropriate training and assessments can be planned.
  - f) Complete Special Considerations form C4 Access to Special Considerations for available from ITC where there is pre notification of needs.
  - g) Complete Special Considerations Form Unforeseen Circumstances P7 where there is no pre notification of considerations.
  - h) Ensure reasonable adjustments to assessments are made without any undue advantage gained by the candidate and hindrance to others.
  - i) Clearly explain the learning outcomes and assessment criteria.
  - j) Maintain regular dialogue with the candidates as to how they are progressing throughout their assessments.
  - k) Provide Charlotte's Forest School and ultimately the awarding body, ITC First, with the assessment documents and C4 and C7 Access to Special consideration documents
- 4. Charlotte's Forest School in conjunction with awarding body guidance will ensure that via its Internal Quality Assurance:
  - a) The assessment approach for the qualification is appropriate, fair and reliable without any undue advantage.
  - b) The assessments meet the requirements of the awarding body and regulators.
  - c) Records of assessment and any adjustments are clearly detailed to support the assessment decisions.
  - d) Assessment decisions are fair and free from bias.
  - e) All documentation will be provided to its awarding body.

### 5. Charlotte's Forest School Internal Quality Assurance

- 5.1 Charlotte's Forest School will review candidate assessment evidence, ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award.

- 5.2 Charlotte's Forest School will ensure that it uses trainers and assessors that are regularly internally verified by a centre representative in line with current guidance e.g. annually to meet HSE requirements for trainer/assessors of first aid qualifications.
- 5.3 Charlotte's Forest School will in addition and where appropriate undertake unannounced visits to its courses.
- 5.4 Charlotte's Forest School will support ITC in its activities of Externally Quality Assuring assessment decisions on its courses.
- 5.5 Use the outcomes of any internal quality reviews to enhance future assessment practices

**6. Course Candidates will receive from** Charlotte's Forest School or trainer/assessors working with Charlotte's Forest School:

- a) An induction at the beginning of each course detailing the outline of the course and the assessment criteria.
- b) Information of the complaints and appeals procedure if they feel they have a grievance of any nature either during or following course completion.
- c) Their own assessment plans and regular feedback, which are available to be viewed during the training activity.
- d) An indication of achievement at the time of assessment. Pass/Fail is ultimately the responsibility of the awarding body however candidates may receive an indication from the trainer at the time of the activity.
- e) A fair and appropriate opportunity to achieve.

**7. Appeal Against Assessment Decisions**

All candidates may appeal (within published time deadlines – 3 weeks) against assessment decisions to the following:

Escalation to be considered only after previous level of response has been exhausted:

1. Charlotte's Forest School - Director
2. ITC First Awards Manager – awarding body
3. National Regulators – SQA, Ofqual, Qualifications Wales – national external regulators of qualifications