YOUR LOGO

Assessment Policy

DATE:

Version:

Author(s)

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| **Name** | Title |
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Revision History

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| **Version** | **Revision Date** | **Revised By** | **Summary of Changes** |
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Contents

[Assessment Policy 2](#_Toc111464618)

[1) Purpose 2](#_Toc111464619)

[2) Responsibility 2](#_Toc111464620)

[3) Sanctions 2](#_Toc111464621)

[4) Assessment venue 2](#_Toc111464622)

[5) Assessor Qualifications 2](#_Toc111464623)

[6) Language and stimulus materials 2](#_Toc111464624)

[7) Review 3](#_Toc111464625)

# Assessment Policy

## 1) Purpose

This policy sets out the requirements that Centres must apply in terms of study venues, courses of study and assessment, in order to ensure compliance with Ofqual requirements and the best learning experience for the learner.

## 2) Responsibility

Save where otherwise indicated, responsibility for the operation of this policy lies with the [RESPONSIBLE CENTRE PERSON TITLE]. When a sanction is to be applied for breach of this policy that might lead to loss of approval or closedown of a Centre, such sanction will be considered and approved by the [RESPONSIBLE CENTRE PERSON TITLE]following receipt of a recommendation from the [RESPONSIBLE CENTRE PERSON TITLE].

## 3) Sanctions

Where unacceptable levels of compliance are noted, NLP Qualifications (the Awarding Organisation) will apply the tariff of sanctions set out as part of the Malpractice and Maladministration Policy or Sanctions Policy whichever is applicable, to [CENTRE/COMPANY NAME]

## 4) Assessment venue

* 1. NLPQ recognises that assessment may take place in different types of location - in a dedicated learning centre, or in the type of premises where the learner will eventually work. Facilities offered may fall short of the ideal but may well be directly relevant to the individual’s eventual working environment. Thus any shortcomings may be balanced by the possibility of structuring courses and assessment to the precise requirements of the Learners concerned. In this way, both study and assessment can be achieved satisfactorily, to the benefit of the Learner.
  2. NLPQ Centres and assessment sites must display a current Centre Certificate.

## 5) Assessor Qualifications

The Centre Qualifications Delivery Team are registered as Approved by NLPQ.

## 6) Language and stimulus materials

* 1. Approved centres must ensure that assessments for qualifications which they deliver use only appropriate language and stimulus materials
  2. For the purpose of this policy, stimulus materials are defined as materials provided to the Learner before or at the time of the assessment which facilitate the Learner’s demonstration of his or her knowledge, skills and understanding. Tasks in an assessment may relate directly to the materials and a Learner may make direct reference to the materials in completing the assessment. Such materials may include, for example, charts, diagrams, pictures, quotations, practical demonstrations or audio-visual material.
  3. Language and Stimulus Materials are only appropriate if they
     1. enable Learners to demonstrate their level of attainment
     2. require knowledge, skills and understanding which are required for the qualification
     3. are clear and unambiguous (unless ambiguity forms part of the assessment), and
     4. are not likely to cause unnecessary offence to Learners
  4. In considering whether language and Stimulus Materials for an assessment are appropriate, an approved centre must take into account in particular
     1. the age of Learners who may reasonably be expected to take the qualification,
     2. the level of the qualification,
     3. the objective of the qualification, and
     4. the knowledge, skills and understanding assessed for the qualification.
  5. A Centre must take all reasonable steps to ensure that no assessment for a qualification which it makes available contains language or stimulus materials which could lead a group of Learners who share a common attribute or circumstance to experience – because of that attribute or circumstance – an unreasonable disadvantage in the level of attainment that they are able to demonstrate in the assessment.

## 7) Review

This policy is reviewed annually by the [RESPONSIBLE CENTRE PERSON TITLE]