

Issue Date	7th June 2021
Review Date:	August 2025
Lead Officer	Strategy, Learning and Development Manager

Conduct of Assessment Policy

Purpose

The purpose of this policy is to ensure the fair, transparent, and consistent conduct of assessments across all services and programmes delivered by Cornwall Neighbourhoods for Change. It ensures assessments are carried out to the highest standards while maintaining integrity and compliance with regulatory requirements.

Scope

This policy applies to:

- All learners, staff, assessors, and internal quality assurers (IQAs) involved in assessments conducted by Cornwall Neighbourhoods for Change.
- Accredited and non-accredited programmes, workshops, and projects where assessments are used to evaluate skills, knowledge, or competencies.

Key Principles

1. Fairness:

- All assessments must be accessible and equitable for all participants, regardless of background or individual needs.
- Reasonable adjustments are made for learners with additional requirements, in line with the Equality Act 2010.

2. Transparency:

- Clear guidelines and expectations regarding assessments are communicated to learners at the outset of their programme.
- Criteria, deadlines, and feedback procedures are consistently applied.

3. Integrity:

- Assessments are conducted free from bias, malpractice, or conflicts of interest.
- Strict confidentiality is maintained in handling assessment materials and results.

4. Compliance:

- All assessments adhere to the standards and regulations of awarding bodies and other relevant authorities.

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- The process aligns with safeguarding, Prevent Duty, and data protection legislation (GDPR).

Roles and Responsibilities

1. Assessors:

- Plan and deliver assessments that meet the required standards and criteria.
- Provide timely, constructive feedback to learners.
- Maintain accurate records of assessment decisions.

2. Internal Quality Assurers (IQAs):

- Monitor the assessment process to ensure consistency and compliance.
- Support assessors in developing best practices.
- Conduct regular sampling of assessments to maintain quality standards.

3. Learners:

- Participate actively in assessments, adhering to deadlines and guidelines.
- Submit authentic work and uphold academic integrity.

4. Managers:

- Ensure resources and support are available for effective assessment delivery.
- Address and resolve any issues of non-compliance or misconduct.

Assessment Process

1. Planning:

- Assessors create assessment plans that outline activities, objectives, and timelines.
- Learners are informed of these plans and provided with any necessary preparation materials.

2. Delivery:

- Assessments are conducted in accordance with the agreed plan, ensuring inclusivity and fairness.
- All assessment activities are observed or recorded as required by awarding bodies.

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3. **Feedback:**

- Learners receive detailed feedback on their performance, including areas of strength and opportunities for improvement.

4. **Review:**

- Assessment outcomes are reviewed and verified through internal quality assurance procedures.

Preventing and Addressing Issues

1. **Malpractice and Plagiarism:**

- Any suspected malpractice or plagiarism is addressed following the **Malpractice, Maladministration, and Plagiarism Policy**.
- Learners found in breach may face sanctions, including disqualification from the assessment.

2. **Appeals:**

- Learners may appeal assessment decisions by following the Appeals Policy.

3. **Special Considerations:**

- Adjustments or rescheduling are considered in cases of illness, personal difficulty, or other valid reasons, supported by evidence.

Monitoring and Continuous Improvement

Cornwall Neighbourhoods for Change is committed to regular review and improvement of assessment practices:

- Annual audits of assessment and IQA processes.
- Feedback from learners, staff, and stakeholders used to refine procedures.
- Ongoing professional development for assessors and IQAs.

Related Policies

This policy should be read alongside:

- Malpractice, Maladministration, and Plagiarism Policy
- Internal Quality Assurance Policy

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- Appeals Policy
- Safeguarding and Prevent Duty Policy
- Equality and Diversity Policy

For further inquiries, contact Cornwall Neighbourhoods for Change at **info@cn4c.org.uk** or **01209 310610**.