

# **ACCESS TO FAIR ASSESSMENT STATEMENT**

## **Introduction**

This statement covers fair assessment for learners studying courses with Rapid Results Training. Learners are told of this statement and have access to it on request.

All tutors and assessors employed by Rapid Results Training are made aware of the contents and purpose of this statement. It is reviewed every year and may be revised after feedback from learners, tutors, assessors and external organisations.

## **Policy Statement**

Every learner studying a course with Rapid Results Training will be assessed fairly. This means:

- Assessment will examine what a learner knows and understands, and what they can do.
- Every student, on every course, will be assessed using the same overall set of exercises and criteria, regardless of the chosen assessment method.
- Assessments will be standardised across different tutors, assessors and classes to ensure that all learners have been judged against the same standards.
- A wide range of assessment methods will be used to meet the learner's needs on vocational courses. These will include work products, professional discussion, accreditation of prior learning, questions and answers, simulation, written statements and witness statements.
- Assessments will take place after prior arrangement with all parties, with agreed times and resources.
- Learners should inform tutors/assessors of their needs and preferences.
  - a) Every learner has the right to an initial assessment, and if this has been omitted for any reason, they have the right to request one.
  - b) Tutors and assessors must carry out an initial assessment if they realise it has been omitted.
  - c) Rapid Results Training reserves the right to carry out assessments based on the information on our records of each learner, and adjustments may not be permitted on the day of assessment.
- Premises where assessments are carried out will have accessibility doors and lifts to enable all learners to have access regardless of disability.

### **Appeals Procedure for Learners**

If a learner feels they have not been assessed fairly they should use the Appeals and Complaints Policies to appeal the assessment decision of their tutor/assessor. The first step, however, is always to discuss the situation with the tutor/assessor concerned.