

Policy Name	Fair & Consistent Assessment of Learners Policy
Policy Code	ETP 6
Policy Author	Head of Training & Quality
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6.1 Fair & Consistent Assessment of Learners Policy

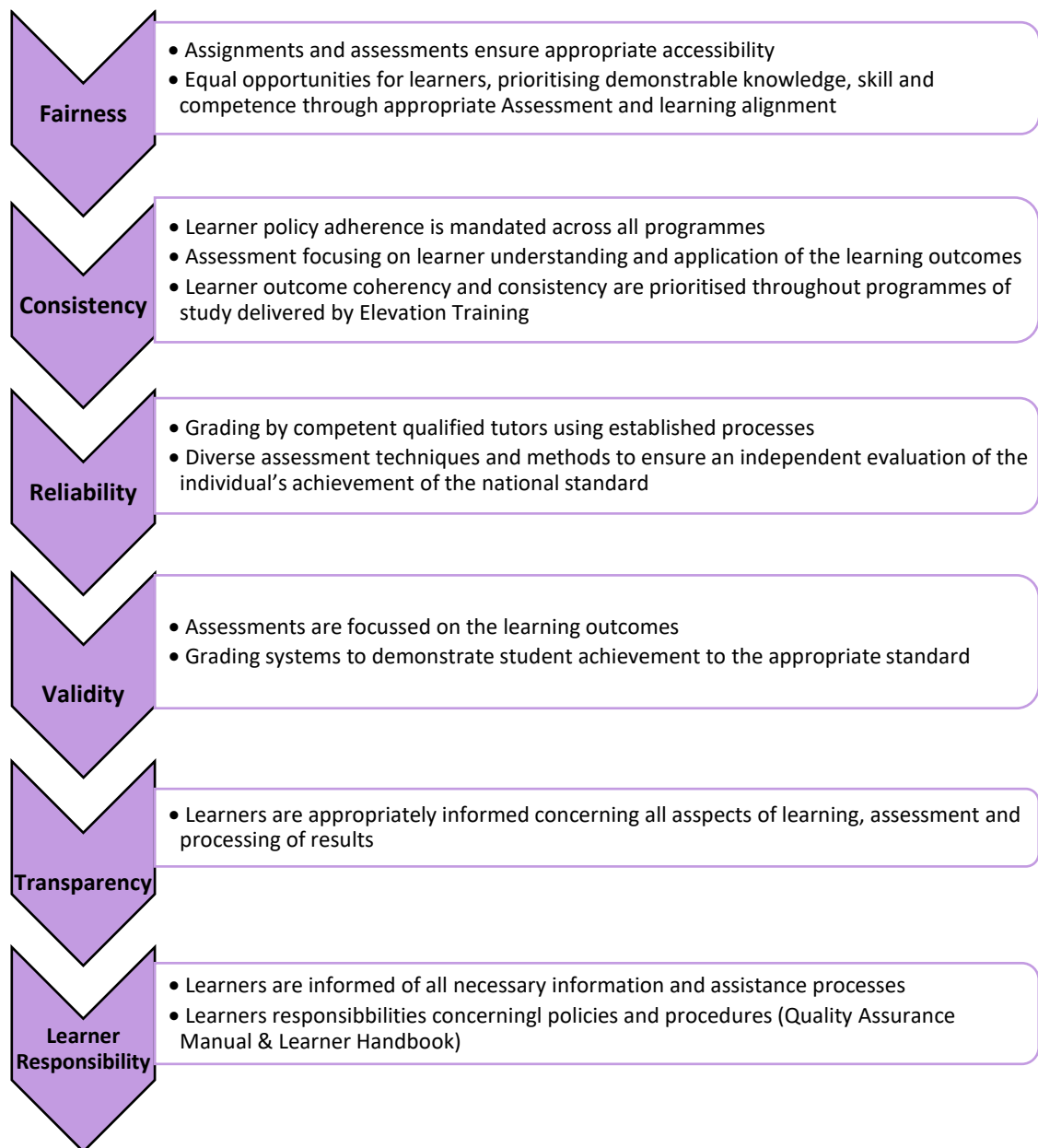
6.1.1 Policy Statement

Elevation Training is committed to ensuring that assessment is fair, transparent, consistent, valid, reliable and in line with QQI requirements as the awarding body. Assessment of learners is designed so that a fair judgement can be made on learners' achievements concerning the relevant national standards (knowledge, skill, and competence) and the requirements of the award(s) involved.

Elevation Training ensure to:

- apply a systematic approach to assessment, to make sure learners have sufficient opportunity throughout their programme to reach the specific learning outcomes in each assessment.
- design assessment instruments that meet the needs of the programme content and the Elevation Training learner profile.
- embrace diversity and provide reasonable accommodations for learners who have specific needs.
- implement detailed internal verification, external authentication and results approval processes and facilitate learners who wish to appeal assessment outcomes.

6.1.2 Principles of Assessment



6.1.3 Scope

This policy applies to assessment of programmes leading to awards on the NFQ and to learners, tutors and staff involved in assessment.

6.1.4 Who is responsible

The Programme & Compliance Manager is responsible for the implementation of this policy.

Elevation Training’s procedures are guided by QQI requirements which are set out in the QQI document [Quality Assuring Assessment - Guidelines for Providers, Revised 2013](#) and updated as required, if and when these guidelines are revised.

Working Documents
Learner Handbook
Internal Verification Procedure (ETPR 6.01)
External Authentication Procedure (ETPR 6.02)
Reasonable Accommodations Procedure (ETPR 6.03)
Assignment Submission Procedure (ETPR 6.04)
Dealing with Academic Misconduct Procedure (ETPR 6.05)
Examination Invigilation Procedure (ETPR 6.06)
Assessment Review and Appeals Procedure (ETPR 6.07)
Learner Appeals Form
Reasonable Accommodations Form
Personal Circumstances & Deferral Form
Academic Misconduct – Initial Report (Internal document)
Data Protection Policy (ETP 8.2)