**FAIR ASSESSMENT POLICY**

*Effective for employees, students, directors, and volunteers on or after 26 November 2021*

2021-2022

**DOCUMENT CONTROL**

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# INTRODUCTION

L&F Training are determined that every Learner has the opportunity to receive a fair assessment. This policy is intended to work alongside our policies for: Equality and Diversity and Information, Advice and Guidance and our Student Charter. The objective of this policy is to outline L&F’s commitment and approach to providing fair assessment and to make it clear to all parties what they may expect from L&F and equally what is expected of them.

This Fair Assessment Policy reflects the L&F Equality & Diversity. And the Equality ACT 2010 which policy identifies nine ‘Protected Characteristics’. These are:

* ***Age*** (older people, younger people, people of an age group)
* ***Disability*** (physical or sensory impairments, mental health disability, some long-term medical conditions, aspects of learning difficulties, neuro-diverse conditions such as dyslexia, autism, Tourette’s, or ADHD)
* ***Gender reassignment*** (transsexual people, transgender people)
* ***Marriage and civil partnerships*** (a person who is married, a person who is a civil partner)
* ***Pregnancy and maternity*** (pregnant women, women on maternity leave, women who have recently given birth)
* ***Race*** (colour, nationality, ethnic or national backgrounds, heritage)
* ***Religion or belief*** (any religion or lack of religion, any religious or philosophical belief or lack of belief)
* ***Sex*** (women and men - gender)
* ***Sexual orientation*** (a person’s sexual orientation to: persons of the same sex; persons of the opposite sex or persons of either sex)

L&F Training are committed to ensuring that no learner is barred from receiving a fair assessment, due to a protected characteristic or any other reason.

The commitments within this policy apply to learners, staff, directors, volunteers, and users of the Academy. The policy also forms the standards L&F set for work with other organisations and visitors with regards achieving equality, for example assessments carried out during work placements & with employers and collaborative partners.

* 1. The L&F Training mission statement is:

***“L&F offer a personalised, professional training program, working with each student to offer a partnership in learning to ensure that each student receives the help and support that they deserve.”***

* 1. Our Values are:
* Creating a learner centred environment
* Exceeding expectations
* Valuing and respecting everyone
* Collaborating with our local community and employers
* Being flexible, innovative, and forward thinking

This Mission Statement and values are key to L&F Training successfully delivering fair assessment to all learners.

# WHAT L&F TRAINING WILL DO TO ENSURE FAIR ASSESSMENT

* 1. The Management Team is responsible for ensuring that:
* They promote this policy amongst their staff and ensure compliance
* All programmes of learning offered, whether existing or new, will be regularly reviewed through the SAR and curriculum planning processes to examine how far they meet the needs of all students with reference to equality of opportunity and fair assessment
* Where special and/or additional requirements for a learner are identified, all reasonable adjustments will be made and plans put in place and agreed with all parties (the learner, the Teaching Learning Mentor and Employer and others as appropriate) to ensure fair assessment can be made.
* Learners’ participation, attendance and success is monitored throughout the year and early remedial action is taken
* They take appropriate action where necessary to assist minority or under-represented groups to increase participation, retention and achievement tailored to any patterns within curriculum areas (e.g. gender bias), to enable them to obtain a fair assessment.
* Teaching observation reports include an evaluation of how successfully equality and diversity is embedded and advanced
* Internal verification procedures include scrutiny of equality and diversity and fair assessment
* Schemes of work, lesson content and teaching resources of staff within their areas are reviewed against the commitments within this policy and take action to make improvements or adjustments accordingly
	1. Staff are responsible for ensuring that:
* They are aware of this policy and duties in relation to Fair Assessment and L&F’s Public Sector Duties under the Equality Act
* They demonstrate sensitivity to issues of diversity and that they attend and complete staff training to help their understanding of the issues in this area
* During reviews and other communications with learners, if a Teaching Learning Mentor identifies a special or additional need, they will discuss with the management team as appropriate to facilitate a plan and reasonable adjustments to be made, to enable fair assessment.
* When assessing learners, Teaching Learning Mentors and Assessors will demonstrate their awareness of and compliance with Equality and Diversity and Fair Assessment best practice.
* Whatever their role, they challenge, within their ability, inappropriate behaviour of any person wherever it might occur within L&F or during its activities
* They conduct themselves throughout their employment in a way that positively supports and contributes to fair assessment for learners.

The quality of the promotion of Fair Assessment will be assessed through internal and external verification and observation of teaching and learning. L&F’s scheme of work and lesson observation processes and papers are designed to capture and test for the embedding of equality & diversity in every lesson and thereby fair assessment. This is overseen by the lead IQA.

Individual learners will have their learning and personal support needs identified and met through effective planning, reasonable adjustments and the involvement of support staff or specialist agencies; to enable fair assessment of all learners to be made.

# WHAT WE ASK OF LEARNERS TO ENABLE L&F TRAINING TO PROVIDE FAIR ASSESSMENT

* 1. Learners are responsible for ensuring that:
* They attend induction, enrichment and tutorial activities and flag up any areas of concern with members of staff
* If at any time they feel they need additional support to enable them to carry out the work expected of them during the course, that they discuss this with their Teaching Learning Mentor; so that their needs can be addressed and plans be put in place as required to enable a fair assessment to be made.
* They refer cases of inappropriate behaviour by any staff, visitors, or fellow students to a member of staff, act as good role models to peers and challenge inappropriate behaviour where they are confident in so doing (in the knowledge that inappropriate behaviour and any form of inequality and discrimination, can impact on learning and prevent fair assessment).

# LINKED POLICIES AND INFORMATION:

This policy is written in line with the following policies of the two main Awarding Bodies with which L&F Training work. This policy is also intended to work alongside the following L&F Training policies and documents:

* VTCT Awarding Body – [Reasonable Adjustments and Special Considerations Policy](https://www.vtct.org.uk/wp-content/uploads/2018/10/Reasonable-Adjustments-and-Special-Considerations-Policy-_v9-October-2021.pdf#:~:text=The%20Equality%20Act%202010%20requires%20awarding%20bodies%20to,reasonable%20adjustments%20and%20special%20considerations%20and%20provides%20VTCT)
* City and Guilds Awarding Body - [Access Arrangements and Special Considerations Policy](https://www.cityandguilds.com/-/media/cityandguilds-site/documents/delivering-our-qualifications/access-arrangements-when-and-how-to-apply-pdf.ashx?la=en&hash=8358C1BB86F242D18E468D771939693867E9CBEE)
* L&F Training – Equality and Diversity Policy
* L&F Training – Information, Advice and Guidance Policy
* L&F Training – Student Charter