

## Assessment Policy

### 1. Policy Statement

Immerse Medical Training LTD aims to provide fair and equal access to assessment opportunity for all learners on qualification-based programmes whilst preserving the integrity of the qualification. We will provide on-going support to learners, including those with particular learning and assessment needs and take account of all current legislation with regards to equality of opportunity. Immerse Medical Training LTD's assessment practice will be open and consistent with the codes of practice and regulations laid down by our awarding organisations.

## Assessment Policy

### 2. Purpose

The purpose of this policy (in conjunction with the Quality Assurance Policy) is to ensure that:

- Assessment methodology and decisions are impartial, valid, reliable and does not disadvantage or advantage any group of learners or individuals.
- Assessment procedure is open, fair and free from bias and to national standards.
- Immerse Medical Training LTD complies with Awarding Organisation regulations on assessment and quality assurance.
- Trainers and appropriate employees receive clear and effective advice on managing the assessment process.
- Learners receive accurate, formative feedback about their progress and attainment.
- Learners are effectively developed and supported to achieve and progress whilst maintaining the integrity of the qualifications.
- There are accurate and detailed recording of assessment decisions.

**Assessment Policy**

**3. Scope**

The policy applies to all Immerse Medical Training LTD employees who are involved in the learning, development and assessment of qualifications within the service offer.

**Assessment Policy**

**4. Roles and Responsibilities**

Immerse Medical Training LTD is responsible for ensuring that all employees involved in the assessment of learner's evidence are suitably qualified (or working towards a suitable qualification) and receive appropriate clear and effective advice, training, supervision, and support regarding the assessment of learners, this policy and their responsibilities.

**4.1 Manager's Responsibility**

The Managing Director and Team Leaders are responsible for ensuring the adherence of this policy by all employees.

The Managing Director is responsible for ensuring that a copy of this document is available to all employees and learners and that the policy and procedures are reviewed annually.

**4.2 Internal Quality Assurance Team**

The internal quality assurance team are responsible for ensuring the standardisation of assessment practices and decisions and ensuring the quality of assessment decisions as per the Quality Assurance Policy and associated procedures and guides.

**4.3 Individual's Responsibility**

Individual employees are required to act in accordance with the policy, to enable appropriate support and assessment of the learner(s).

Trainers and quality assurance teams will follow the five principles of quality assessment and this policy. Failure to do so may be considered as an act of misconduct and may result in disciplinary action.

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### 5. Policy Implementation - Procedures

#### Principles of Assessment

Immerse Medical Training LTD employees who are involved in the assessment of learners' evidence must follow the five principles below:

#### Authenticity

- All assessment activity must have in place processes to ensure that the achievement is the learner's own work.
- Our awarding bodies have their own rules and regulations about authenticity and;
- Trainers must make themselves familiar with them, abide by them, and each year check for changes and review knowledge.

#### Validity

The method of assessment and the evidence provided must be appropriate and capable of demonstrating the achievement of learning outcomes, criteria and/or competencies of the learner's qualification, at the appropriate level.

#### Reliability and Consistency

The assessment results are standardised across levels and provision. Moderation and standardisation must follow Immerse Medical Training LTD's quality assurance policies and procedures and our awarding bodies guidelines and procedures.

#### Fit for Purpose

Assessment must be fit for the learners and their individual needs. The assessment strategy must be clearly appropriate for the target group of learners and in the correct context in which they are learning. The criteria and methods which are being used to judge the work must be clear to the

learner, Tutors and internal and external quality assurers/verifiers and meet/or exceed the requirements of the awarding bodies.

### **Inclusiveness**

Assessment should be based on learners' needs. It must allow them to demonstrate their achievements regardless of individual circumstances and meet the requirement of equality legislation.

Trainers must also ensure that:

- Opportunity for malpractice is limited, through learner education and thorough assessment methodology.
- Accurate and detailed records of assessment decisions are maintained. This includes visible marking and provision of formative feedback on all evidence assessed.
- Learners are effectively developed and supported to achieve and progress using Immerse Medical Training LTD resources, self-guided research and development, whilst maintaining the integrity of the qualifications.

In conjunction with and regard to the Quality Assurance Policy the quality assurance team will:

- Maintain a robust and rigorous internal quality assurance procedure.
- Provide samples for external verification, as required by the awarding organisation.
- Monitor external verifier reports and undertake any remedial action required.
- Mentor Trainers to continually develop their assessment practices.

## Assessment Policy

### 6. Reasonable Adjustments

The aim of a reasonable adjustment is to reduce the negative impact of a disability (as defined by the Equalities Act 2010) on a Learner's ability to achieve a qualification. The objective is that a Learner with a disability experiences no substantial disadvantage to a Learner that does not.

Immerse Medical Training LTD will make reasonable adjustments unless:

- They are prevented to do so by the minimum standard requirements set out in the Qualification Specification and Assessment Guidance provided by the Awarding Organisation for each qualification.
- They are prevented from doing so by published legal criteria, such as Health and Safety legislation which takes precedence over Equality legislation.
- Doing so will incur an unreasonable cost to Immerse Medical Training LTD and/or the awarding organisation.
- The adjustment has an unreasonable timeframe in which to be achieved.
- The adjustment impacts the integrity or security of the assessment.

Immerse Medical Training LTD will make give opportunity to all learners prior to commencement of the course to disclose any required reasonable adjustments. This will take the form of a statement within the Joining Instructions. Upon disclosure of any required reasonable adjustments a member of the training team is responsible for the preparation of such adjustments so as to reduce any potential disadvantage as far is as practicable.

Where Immerse Medical Training LTD is unable to offer reasonable adjustments for any of the above reasons, it will, at the earliest opportunity, discuss the impact of this on the learner and employing organisation, with the learner and course booking lead. The focus of this discussion must be around the balance of setting students up to fail against the potential benefits of the accessible elements of the course. If the learner or employing organisation takes the decision to continue with the course booking, Immerse Medical LTD will issue a certificate of attendance which details the specific achievements of the course.

Examples of reasonable adjustments which can be made for a learner during a theory assessment include supporting learners with dyslexia or other reading or writing disadvantages by:

- Using coloured overlays on written questions
- Giving additional time (an additional 25% time allocation is the standard)
- Reading the questions to the learner and/or writing down the learners answers.

*NB: this must be carried out after all other learners have completed their assessments and these have been collected. The arrangement must be carried out for the duration of the assessment.*

All requests for reasonable adjustments must be submitted to QA no later than 5 working days prior to the course commencement date. However, the following adjustments may be made without approval, with a *Reasonable Adjustment Form* completed retrospectively:

- Verbal Multiple Choice Question Assessments
- 25% additional time to complete an assessment
- Use of coloured overlays and rulers (for dyslexic learners)

**Where permitted reasonable adjustments have been made, these MUST be detailed in full on the QA form and submitted to in a timely fashion.**

## Assessment Policy

### 7. Special Consideration

A special consideration is a change to an assessment outcome, mark or grade made when the Learner has been affected by adverse circumstances beyond their control at the time of the assessment.

Learners will be eligible for special consideration if they have completed the training and covered the whole course but performance in the assessment/coursework is materially affected by such adverse circumstances. Learners should provide evidence of their circumstances as appropriate.

Examples of when a Learner may be eligible for special consideration:

- Temporary illness or accident/injury at the time of assessment
- Bereavement at the time of assessment
- Domestic crisis at the time of assessment
- Disadvantage due to the Centre failing to provide adequate provisions

Immerse Medical Training LTD will aim to reschedule an assessment in the first instance. If the learner is unable to attend alternative assessment sessions due to specific circumstances, a special consideration may be applicable.

**In this case a *Special Considerations Form* should be sent to QA for consideration along with any supporting evidence.**





Signed:

Date: 11/08/21

Review of this version due by: 11/8/22

### Reviews

| Date       | Approved – no changes         | Approved – with amendments    |
|------------|-------------------------------|-------------------------------|
| 04/09/18   | M. Hyland – Managing Director | N/A                           |
| 05/08/2019 | M. Hyland – Managing Director | N/A                           |
| 03/08/2020 | M. Hyland – Managing Director | N/A                           |
| 11/08/21   | N/A                           | M. Hyland – Managing Director |
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