


4 Minutes Training Ltd

Access to Fair Assessment policy

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1. Document Control and Version History

Version Number	Reason for Change	Date
1.0	Initial Release	28 May 2010

2. Definitions

Item	Definition
4Minutes	4 Minutes Training Ltd



1. Introduction:

- 1.1. All tutors (Internal Assessors) are required to apply the 4 Minutes Fair Assessment policy applying knowledge of both 4Minutes Internal Quality Assurance and Standardisation Policy and awarding organisation Quality Assurance procedures.
- 1.2. This 4Minutes policy is designed to assist Assessors to:
 - a. Ensure fair access and equality of opportunity whilst preserving the integrity of 4Minutes and the qualification/certification.
 - b. Ensure there are no obstacles to candidates when demonstrating achievement.
 - c. Provide on-going support to candidates, including those with particular requirements and those requiring special considerations.
 - d. Take into account current legislation with regards to the equality of opportunity.

2. Access to Fair Assessments:

2.1 4Minutes trainers and assessors will:

- a. Be aware of and abide by the fair assessment and special considerations policies of the relevant awarding body.
- b. Create assessment activities with consideration to the equality and diversity of learners, ensuring that assessment activities are flexible to meet the needs of all candidates without creating undue advantage.
- c. Use plain language free of jargon and appropriate pace relevant to the candidates.
- d. Be able to request pre-notification from the 4Minutes office (if 4Minutes are aware of any special considerations) if any candidates require special consideration so that appropriate training and assessments can be planned
- e. Complete special consideration forms (or other appropriate awarding body documentation for this purpose) to provide access to special needs in advance of the course where there are pre-notification requirements
- f. Ensure that the venue is suitable for the course and/or assessments as per regulatory authority (Ofqual/SQA/WG), awarding body and 4Minutes requirements
- g. Complete special consideration forms (or other appropriate awarding body documentation for this purpose) regarding unforeseen circumstances during the course.
- h. Ensure reasonable adjustments to assessments are made without any undue advantage gained by the candidate and/or hindrance to others.
- i. Clearly explain the assessment criteria and assessment method to all candidates.
- j. Maintain regular dialogue with the candidates as to how they are progressing throughout their assessments (if assessment style permits such as continual assessment for first aid qualification).



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- k. Provide 4Minutes and ultimately the awarding body with the assessment documents, special considerations documents, special considerations and access to special needs in advance of the course documents

3. Internal Quality Assurance of Assessment Decisions:

3.1 Centre monitoring of Assessors involved in the delivery and assessment of qualifications will:

- a. Ensure the assessment approach for the qualification is appropriate, fair and reliable without any undue advantage
- b. Verify that the assessments meet the requirements of the awarding body and regulators.
- c. Ensure that records of assessment and any adjustments are clearly detailed to support the assessment decisions.
- d. Ensure the assessment decisions are fair and free from bias.
- e. Ensure all documentation necessary for the awarding of qualifications is forwarded to the awarding body.

3.2 Internal Quality Control Procedures will:

- a. Regularly review the assessment evidence ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award.
 - i. (In the case of an ITC course delivery) ensure that it uses ITC trainers and assessors that are regularly (minimum annually) verified by completion of PR6 and/or PR5 template document).
 - ii. (In the case of a Pro Trainings Course delivery) ensure that it uses Pro Trainings trainers and assessors that are assessed and approved by Pro Trainings.
- b. Support awarding body external quality assurance activities by always confirming course venue and assessor as far in advance as is reasonably possible allowing awarding body to externally verify trainers on 4 Minutes courses.
- c. Use the outcomes of any internal quality reviews or external verifiers/inspectors to enhance future quality control procedures.
- d. All formal examination material will be kept and stored safe at all times (e.g. transporting to and from the venue) and 'out of the way' of candidates during course delivery so they cannot gain access to the formal examination material accidentally or purposefully, thus not giving any unfair advantage to any individuals or groups.
- e. All assessment material will be ordered or access via the awarding body website according to their policies and procedures.



4. Candidate Induction

4.1 Anybody booking a course either for themselves or on behalf of other such as business and charities will receive from 4Minutes:

- a. Pre-course information that provides sufficient information for candidates to make a judgement as to the suitability of the course of instruction and / or qualification to be undertaken.
- b. An induction at the beginning of each course detailing the outline of the course including the assessment criteria and assessment method.
- c. Access to the complaints and appeals procedure of 4Minutes in case they feel they have a grievance of any nature either during or after the course.
- d. Individual attention and regular feedback, including continuous assessment results that are available to be viewed during the training activity.
- e. Knowledge that the assessment Pass/Fail is ultimately the responsibility of the awarding body, however candidates may receive an indication from the trainer at the time of the activity.
- f. A fair, unbiased and appropriate opportunity to achieve.

5. Candidate Appeal against Assessment Decisions:

- 5.1 Upon registration all candidates are protected by the published 4 Minutes Appeals Policy and may appeal (within the published time deadline of 3 weeks) against assessment decisions to: 4Minutes Director (Andy Crowhurst or Cheryl Mathews)
- 5.2 If the issue is unresolved by 4Minutes procedures then if the candidate requests to escalate the appeal, all available evidence will be forwarded to the awarding body who will investigate the appeal according to the awarding bodies published Appeals Policy.
- 5.3 All dialogue will be with the awarding body awards manager or other awarding body appointed person who will activate the awarding bodies appeals committee procedures.
- 5.4 The awarding organisation will make an initial charge (depending on the awarding organisation policy) to discourage frivolous appeals that will be returned to the candidate if the appeal against the assessment is upheld.
- 5.5 4Minutes will make candidates aware that if they are not satisfied with the conclusions of 4Minutes and the awarding body, they may, in due course after due procedure escalate the appeal to the external regulators: Ofqual, SQA or the WG.

6. Appeals Monitoring

- 6.1. 4 Minutes will maintain an appeals register that will be reviewed annually.



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6.2. The register will be available to the appropriate awarding body and external regulators upon request.

6.3. 4Minutes will review this policy annually or as required

END OF POLICY