



CENTRE VOCATIONAL ASSESSMENT POLICY FROM 2022-23

SCOPE:	Academy Policy
AUTHOR/ORIGINATOR:	Mrs N Lapskas
NAME OF RESPONSIBLE DIRECTOR/PRINCIPAL:	Mr J Webb; Director / Mrs N Lapskas; Principal
APPROVING COMMITTEE:	Academy Committee
STATUTORY BASIS:	Statutory Policy
REQUIREMENT TO PUBLISH ON WEBSITE:	Yes
DATE RATIFIED:	03/03/2023
DATE DISTRIBUTED TO STAFF:	06/03/2023

Outstanding Achievement for All

Contents

Contents	2
Issue and review	3
The Scope of this Policy	3
Assessment Policy	3
Internal Assessment.....	3
Internal Assessment Practice.....	4
Resubmissions.....	4
Assessment of Learner Work	4
Assessment Criteria	5
Grading Criteria.....	5
The Audit Trail.....	5
Timing of Assessment	5
External Assessment	6
Levels of Control for External Assessment	6

CENTRE VOCATIONAL ASSESSMENT POLICY FROM 2022-23

Issue and review

The date of issue of this policy is March 2023. This policy will be reviewed annually.

The Scope of this Policy

This document lays out the assessment policy of LeAF Studio for all Vocational Qualifications. This document is designed to be used in conjunction with examination board guidance (specifications, syllabus documents, How to Guides, Assessment Procedures and Centre Handbooks and Policies) which are available to all assessors upon introduction to the courses/specifications.

Assessment Policy

Internal Assessment

Assignment Briefs

All learners will work on assignment briefs for internally assessed units and present their evidence using online or paper-based submissions. This varies across qualifications, but all evidence is kept securely. All assignment briefs will be created by the assessor delivering the programme (using/editing pre-approved briefs from examination boards where possible). 100% of these will be internally verified prior to issue. All assessors will submit assignment briefs in line with examination board / specification guidance and timetables. This may differ between exam boards however Lead IVs must maintain responsibility for timetable checking and overseeing of all internal verification timelines. Assignment briefs will include:

- Qualification title, unit number and name
- The name of the centre and the tutor
- The date set and the deadline for submission.
- The tasks – laid out in accessible way for learners.
- The assessment criteria alongside each task
- Links to related resources (if appropriate)
- Grading criteria
- Submission checklist
- How work is to be submitted

Internal Assessment Practice

All internal assessment will be conducted as assessment not as part of teaching and learning:

- Learners complete their work within direct sight of the tutor(s) throughout the assessment, where the specification or examination board stipulates this.
- Learners may complete their work collaboratively, but they must indicate their own contribution and that contribution MUST meet ALL assessment criteria in the specification.
- All work submitted must be attributable to the learner.
- The centre must ensure that learners have access to materials and resources as required.
- Feedback can be provided to the learner during completion of internal assignments but must not constitute coaching or teaching in order to ensure that the work can be authenticated.
- The assessment must be undertaken in the allocated time on the assignment brief.

Resubmissions

LeAF Studio has the following policy on resubmissions:

- Learners will be allowed one re-sit for internal assessments only (at exam board specification / teacher discretion)
- Learners can apply for special considerations should there be sufficient reason. In this instance LeAF Studio's Special Consideration Policy will apply, in line with JCQ guidelines.
- Resubmissions are uncapped if submitted by the required deadline.
- Late resubmission is capped at a Pass.

Assessment of Learner Work

All learner work will be assessed for:

Authenticity

Learners will:

- Introduce themselves or be introduced on video evidence presented.
- Every learner will be clearly seen and heard on all video evidence.
- All written work will be labelled with learner name, centre name, date of submission, task, and unit title on EVERY page.
- Student photos may be sent to Standards Verifiers to support identification.

Plagiarism

LeAF Studio will investigate all cases of plagiarism identified through assessment. Assessors are required to ensure that all learner work is authentic, and they must reference any research that they have undertaken in their final submission using an acceptable referencing system where possible (e.g., Harvard). When working in collaboration, all work must be directly attributable to the individual learner. Please see LeAF Studio's Exams/QA/NEA/Plagiarism/Malpractice policies for more details.

Assessment Criteria

All learner work will be assessed initially against the assessment criteria. If the learner has met all the assessment criteria, work will then be graded accordingly using the grading criteria. If they have not met the assessment criteria, a grade of unclassified will be given.

Grading Criteria

All learner work meeting all the assessment criteria will be graded as Pass or above. All grading decisions will be clearly auditable and will justify the grading decision made.

The Audit Trail

All assessment, both formative and summative, as well as grading decisions of Unclassified/Pass/Merit/Distinction will have a sufficient audit trail which will include:

- Learner name and details set out in the relevant assignment brief.
- Date of assessment
- Type of assessment (formative or summative)
- Written feedback on the evidence seen (where the specification/exam board permits):
 - against the assessment criteria
 - using the grading descriptors
 - motivational and developmental
 - precise and easy to follow.
- Grade given for the work.
- Details of any resubmission required and the relevant deadline.
- Evidence of internal verification and 'sign off.'

All assessors will use exam board Assessment Record forms for their feedback and assessment decisions.

This must then be stored on a tracking system / document for all learners under that qualification and available for Quality Assurance reviews and verification.

Timing of Assessment

All evidence will be assessed upon submission and feedback will be provided to the learners promptly in line with the LeAF Studio Marking Policy.

It is the tutor(s) and Lead IV's responsibility to ensure that all learner work is graded appropriately and that the audit trail is available upon request to:

- Quality assurance staff
- Internal verifiers
- The Awarding Organisation

External Assessment

For the purpose of running external assessment, a responsible, named member of staff will supervise the controlled period of assessment and validate all the evidence submitted to the examination boards – following their guidance and submissions of risk.

Levels of Control for External Assessment

During the preparation time: This will be conducted under non-supervised conditions:

- There will be sufficient evidence to ensure that the work can ultimately be authenticated as the learner's own.
- Use of resources including the internet is permitted and should be referenced.
- Interaction with other learners is permitted but the work must be authenticated as the learner's own.
- Time is restricted to the allocated period stated in the Controlled Assignment.
- Teaching staff may provide direction and general advice as required.

During the controlled assessment: This will be conducted under supervised conditions.

- Learners complete their work within direct sight of the supervisor(s) throughout the assessment.
- Learners have a limited amount of time as specified in the Controlled Assignment Brief.
- Learners complete their work independently unless a brief specifies otherwise. There is interaction with other learners only for the purposes indicated in the assignment. All work submitted must be attributable to the individual learner.
- No access to email, the internet or mobile phones unless expressly stated by the Controlled Assignment Brief.
- Learners will have access to materials and resources as defined in the Controlled Assignment Brief. Any other materials which may provide assistance are removed or covered.
- No feedback can be provided to the learner throughout the controlled assessment period.

All learner work will be uploaded / posted / sent by the deadline given by the examination by Lead Teacher and/or Exams Manager.