

Version		4	
Date approved by CEO		September 2018	
Review Period		Ongoing	
Last Review Date		November 2024	
Sources of guidance used		ISO 9001	
Document History			
Version	Date	Editor	Changes made
1	September	M Gandy	Original
2	September 2020	M Gandy	General update
3	January 2023	P Smith	Review and minor edits
4	November 2024	M Corneille	Content edits

Access to Fair Assessment Policy

YMCA Manchester has in place the necessary systems and procedures to allow the provision of access arrangements, including reasonable adjustments. These reflect the needs of individual students while also ensuring that the assessment continues to enable a valid, reliable and consistent judgement to be made about the achievement of all learning outcomes against the stated assessment criteria.

YMCA Manchester policy of access to fair assessment ensures that all assessments/assessment activities undertaken by students are:

- Reliable
- Valid
- Fit for purpose
- Transparent
- Recognise and respect equality and diversity
- Use appropriate language for assessment tasks
- Include a variety of assessment strategies

There are procedures in place which underpin this statement and are translated in practice. YMCA Manchester will ensure that stakeholders in the process carry out their responsibilities as follows:

Tutors/Assessors

- Undertake an induction which includes the awarding body's principles of assessment and understand criterion referenced assessments
- Record the outcomes of all assessment activities
- Provide clear and constructive feedback to all students mapped against achievement of the learning outcomes and assessment criteria
- Plan assessment strategies and the timing of assessments so as not to unnecessarily overburden students or discriminate against particular groups of students

The writers of assessment material

- Produce assessment activities with due regard to equality and the diversity of students
- Ensure that assessment tasks allow for the generation of evidence in diverse ways

- Ensure that they use appropriate language at a level suitable to the unit
- Ensure that the assessment strategy allows for the generation of evidence against all the learning outcomes and assessment criteria for a unit
- Review assessment tasks on an annual basis and as part of a course self-assessment review

Internal verifiers (quality nominee)

- Verify the appropriateness of the assessment strategy for a unit
- Verify the appropriateness of individual assessment tasks against the principles itemised above and any particular requirements of the qualification
- Ensure that tutor/assessor records are accurate, clear and up to date
- Ensure that tutor feedback to students is clear, constructive, unambiguous and related to the assessment criteria
- Ensure that all assessment decisions sampled as part of YMCA Manchester internal verification process are valid
- Provide written feedback to tutors/assessors on all aspects of the assessment process
- Ensure that all quality improvement recommendations are monitored and any resulting actions are implemented

Learners will

- Be inducted into the awarding body's assessment methodology and understand criterion referenced assessments
- Be made aware of the Centre's assessment appeals policy and how to access any relevant documentation to support its use
- Be provided with an individual assessment plan through the effective use of individual learning plans
- Be made aware of any time constraints attached to the achievement of the qualification
- Receive feedback from all assessment activities to YMCA Manchester's target timescale
- Receive regular feedback against their achievement of individual units and their progress towards the overall qualification
- Produce outcomes that must at all times:
 1. Meet the requirements of the specifications regardless of the process or method used
 2. Be as rigorous as assessment methods used with other students
 3. Be assessable
 4. Be able to be moderated or verified
- Fulfil the demands of the criteria, regardless of method used to obtain the evidence. The assessment criteria may not be amended, re-worded or omitted
- Must achieve all the required units to gain the qualification they have registered for. It may sometimes be the case that some full qualifications are inaccessible because of a student's inability to demonstrate competence in all parts of the qualification or to meet the individual needs of the student. In these cases unit certification will always be available
- Be eligible for reasonable adjustments if their performance during an assessment is likely to be substantially affected by a particular impairment. Many of these students will be defined as being disabled under the Disability Discrimination Act

- An adjustment to assessment should only be considered where the difficulty experienced places the student at a substantial disadvantage, in comparison with students who are not disabled. Where the difficulty is minor, the Centre will assist and support the student by offering help with study and assessment skills

External Quality Assessors:

- Will be given access to all relevant documentation and assessment evidence to support the award of credit/qualifications as requested

YMCA MANCHESTER