

## **Grŵp Llandrillo Menai Assessment Policy for Further Education, Adult and Community Learning and Work Based Learning**

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### **Purpose of the Policy**

The purpose of Grŵp Llandrillo-Menai's Assessment Policy for Further Education, Adult and Community Learning and Work Based Learning is to inform staff, learners and other stakeholders of the process of assessment, access to assessment and adherence to the regulatory body requirements.

### **Policy Statement**

Grwp Llandrillo-Menai recognises the investment that learners make when they enrol on a programme of study or training programme and Grŵp Llandrillo Menai will ensure that appropriate procedures are in place to enable learners to achieve to their potential.

Learning is a change in skill, attitude and/or knowledge, and assessment is the judgment of evidence showing that learning has taken place. Assessment needs to be fair and rigorous, and should be conducted in a way to guarantee equal opportunity for all learners with due regard to the requirements of the awarding body.

### **Internal and External Quality Assurance**

Assessment tasks and assessed work must be scrutinised in accordance with the Internal Verification/Moderation Guidance (Appendix 1) and External Quality Assurance Procedures as directed by the relevant awarding body.

### **Appeals against an assessment decision**

Grwp Llandrillo-Menai will allow learners an opportunity to appeal against any assessment decision where they feel that the assessment procedures have not been properly conducted or where they believe that the decision is unfair. The appeal against the assessment decision will be through the Assessment Appeals Procedure. (As detailed in Appendix 3)

### **Reasonable Adjustment**

Grŵp Llandrillo Menai has a duty to ensure that the rights of individual learners to access qualifications and assessment in a way most appropriate for their individual needs are upheld. Disability and equal opportunity legislation requires Grŵp Llandrillo Menai to create an inclusive assessment process which requires staff to carry out in accordance with the Reasonable Adjustment Procedure. Legislation requires reasonable adjustments to be made where a disabled person would be at a substantial disadvantage in undertaking an assessment.

### **Special Consideration**

A learner who is fully prepared and present for a scheduled assessment may be eligible for special consideration if:

- performance in an assessment is affected by circumstances beyond the control of the learner for example recent personal illness, accident, bereavement, serious disturbance during the assessment;
- alternative assessment arrangements which were agreed in advance of the assessment prove inappropriate or inadequate;

- part of an assessment has been missed due to circumstances beyond the control of the learner;
- there is a sufficient difference between the part of the assessment to which special consideration is applied and other parts of the qualifications that have been achieved to infer that the learner could have performed more successfully in the assessment.

A learner will not be eligible for special consideration if:

- no evidence is supplied to Grŵp Llandrillo Menai that the learner has been affected at the time of the assessment, by a particular condition;
- any part of the assessment is missed due to personal arrangements including holidays or unauthorised absence;
- preparation for a component is affected by difficulties during the course, for example disturbances through building work, lack of proper facilities, changes in or shortages of staff, or industrial disputes.

Any case for Special Consideration must be considered in accordance with the Special Consideration Procedure (As detailed in Appendix 5)

### **Malpractice and Maladministration**

Malpractice refers to any action by the learner or staff member which has the potential to undermine the integrity and validity of the assessment. This could be plagiarism, cheating or collusion.

#### **Maladministration**

Maladministration is defined as bad, inefficient, or dishonest management of the affairs of the institution. It covers any activity or practice which is in contravention of the Grŵp or awarding body regulations and requirements and includes inefficient or negligent management and the application of persistent mistakes or poor administration.

All cases where malpractice/ maladministration is suspected must be processed in accordance with the Malpractice and Maladministration Procedure. (As detailed in Appendix 6)

### **Conflict of Interest**

Grŵp Llandrillo Menai must ensure all learners have equal opportunities to assessment and no learner is unfairly advantaged / disadvantaged. Where a situation may arise where an individual's professional, personal or family interests and/or loyalties could have, or could be viewed by others as having, the potential to influence assessment decisions, then the interest needs to be declared and additional scrutiny of the work is undertaken in accordance with the Conflict of Interest Procedure. (As detailed in Appendix 7)

### **Recognition of Prior Learning**

Grŵp Llandrillo Menai recognises that Recognition of Prior Learning (RPL) enables acknowledgment of achievement from a range of activities using any appropriate methodology. Provided that the assessment requirements of a given unit or qualification have been met, evidence of learning is valid and reliable, and Recognition of Prior Learning Procedure is adhered to, the use of RPL is acceptable for accrediting a unit or a whole qualification. (Procedure detailed in Appendix 8)

## Controlled Assessment and Non-examination Assessment

Controlled assessments and non-examination assessments are a form of internal assessment. It encourages a more integrated approach to teaching, learning and assessment, and enables tutors to confirm that students carried out the work involved. Grwp Llandrillo-Menai staff will comply with the requirements from the Joint Council for Qualifications (JCQ) in their current:

- Instructions for conducting controlled assessments guidance and their
- Instructions for Conducting Non-examination assessments guidance

as detailed in the Controlled Assessment Procedure and the Non-examination Assessment Policy

## Implementation

This policy will be implemented through:

- Assessment Procedure
- Internal Verification/Moderation Procedure
- Assessment Appeals Procedure
- Reasonable Adjustment Procedure
- Special Consideration Procedure
- Malpractice Procedure
- Conflict of Interest in Assessment Procedure
- Controlled Assessment Procedure

All procedures /guidelines are on the GLIM Grŵp Portal\Quality\Quality Assurance\Assessment Procedures for staff and on the Learner Portal for learners.

## Monitoring and Impact Measurement

The effectiveness of the Assessment Policy will be subject to ongoing monitoring by Grŵp Tîm Rheoli. The criteria for judging effectiveness will be no high tariff blocks or sanctions in external verification / moderation reports, positive Internal Verification / Moderation reports and no Assessment Appeals.

## Publication of Policy

This policy will be made publicly available bilingually on the Grŵp website and will be available to all members of staff via the Grŵp intranet.

**Policy approved by:** CSSC

Policy approval date: November 2019

**Policy Review Date: November 2021**

## Appendix 1 - Assessment Procedure

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### Policy Statement from the Grŵp Llandrillo Menai Assessment Policy

Learning is a change in skill, attitude and/or knowledge, and assessment is the judgment of evidence showing that learning has taken place. Assessment needs to be fair and rigorous, and should be conducted in a way to guarantee equal opportunity for all learners with due regard to the requirements of the awarding body.

The assessment procedure will ensure:

- **Authenticity:** All assessment activity must ensure that the achievement is the learner's/ candidate's own work. Learners/ candidates must sign a statement to this effect.
- **Validity:** The method of assessment and the evidence provided must be appropriate. Learners/candidates must be capable of demonstrating the achievement of learning outcomes/ competencies and related assessment criteria at the appropriate level.
- **Reliability and consistency:** The assessment results must be verified/moderated in accordance with the Internal Verification Procedures ([Appendix 2](#)).
- **Fitness for purpose:** Assessment must be appropriate for the learners/candidates and enable suitable evidence to be collated to demonstrate the learner/candidate has the required skill or knowledge. The criteria and methods which are being used to judge the work must be clear to the learner, staff and internal and external moderators /verifiers, and meet the requirements of the relevant awarding body.
- **Inclusiveness:** Assessment should be based on learners'/ candidates' needs. It must allow all learners/ candidates to demonstrate their achievements regardless of individual circumstances. Learners will have equal opportunities to assessment and no learner will be unfairly advantaged / disadvantaged by:
  - the number of submissions allowed;
  - assessment deadlines;
  - feedback on their work.

Work is to be marked and returned to learners in a timely manner with fair and developmental feedback in accordance with the Assessment Procedures for Further Education, Adult and Community Learning and Work Based Learning ([Appendix 1](#)).

### Implementation

Summative assessment is the culmination of the learning and assessment process. It should be ensured that learners have sufficient learning and preparation before undertaking summative assessment. Formative feedback during an assessment window will help a learner demonstrate attainment to the best of their abilities.

Learners should be encouraged to understand the importance of deadlines and of handing work in on time. The date which is given to candidates must be adhered to unless an extension is granted on an individual basis based on mitigating/ extenuating circumstances, which must be submitted on or before the submission date, in accordance with the Special Consideration Procedure ([Appendix 6](#) of this Policy). It is the learners' responsibility to make sure that the tutor receives the work by the given date.

Learners must demonstrate they have the knowledge, skills and competence to produce the work required for assessment. During the time the assessment is being undertaken, learners can be given guidance, information, resources and feedback on progress in line with Assessment for Learning (formative assessment) guidelines. Feedback cannot direct the learner on how to specifically respond to an assessable criteria.

An assessment plan will set a clear timeline for assessment decisions to be reached.

After the summative assignment is submitted, an assessment decision must be given. An assessment decision:

- must be made with reference to the assessment criteria;
- should record how it has been reached, indicating how or where criteria have been achieved;
- may indicate why attainment against criteria has not been demonstrated.

Learners must receive their work back within 15 working days (3 weeks) unless there are exceptional circumstances that prevent this. The number of attempts a learner can have at producing an assessment will be determined by the awarding body and must always be adhered to.

#### **For Further Education and Adult and Community Learning:**

Where the number of attempts is regulated by the specific awarding body, these regulations must be adhered to. Failure to comply with awarding body requirements may be considered malpractice.

Where there is no limit on the number of attempts, the following guidance will be used:

- A resubmission date will be set for learners who hand their work in on time and choose to improve their work following feedback. A learner may be given a further opportunity to retake a completed assessment after a summative grade has been given. You should make arrangements for retaking the assessment in such a way that does not adversely affect other assessments and does not give the learner an unfair advantage over other learners. Consideration needs to be given on how the further assessment opportunity ensures that assessment remains fit for purpose and in line with the original requirements.
- Learners who did not submit work by the submission date will hand in their work on the resubmission date and this work will be accepted and marked by the tutor. In these circumstances the candidate cannot resubmit the work to gain a better grade. If a late completion by a learner is accepted, the evidence should be assessed normally, unless it is judged to not meet the requirements for authenticity. It is not appropriate, however, to give automatic downgrades on assessment decisions as 'punishment' for late submission unless specifically stated by the awarding body.
- Learners who do not submit work by the resubmission date will be subject to the Student Disciplinary Policy and may fail that assignment.
- Learners who have mitigating/ extenuating circumstances, in accordance with the Special Consideration Procedure (Appendix 6), can submit their work for a date agreed with the tutor which will be considered their first submission date.
- Tutors can identify a final opportunity where learners who have not yet achieved the targeted assessment criteria/learning outcomes can have a final opportunity to do so. It is recommended that this time is towards the end of a unit and should not exceed one week. Work that is not up

to required standards for a 'Pass' after this date will be a 'Fail'. Resubmission of work will not be accepted between the resubmission date and the final opportunity date.

- There is a need to be fair to all learners in the way in which opportunities are provided to retake assessments and, it is not required to make an opportunity available if a learner has not taken full advantage of the first assessment opportunity and formative assessment process.
- The original evidence for assessment may remain valid and can be extended, or it may need to be replaced partially or in full. The learner must not have further teacher guidance and support in producing further evidence.

### **For Work Based Learning:**

Grŵp Llandrillo Menai will work with the learner to develop the knowledge and skills in accordance with their agreed learning plan to achieve their goals and objectives. An assessment plan will be developed in accordance with an Individual Learning Plan and the criteria of the qualification. Essential/Key Skills, if applicable, will be integrated into the assessment plan and qualification where possible.

The learner will be provided with the support and encouragement needed to develop confidence, self esteem and increased employability skills. A diverse range of assessment methods will be applied to suit the learner's individual needs and in line with the National Occupational Standards and awarding body requirements. Assessment is incorporated to ensure that all assessments are:

- Valid
- Current
- Sufficient
- Authentic
- Fair

Individual learning plans and assessment plans will be monitored and reviewed at regular intervals with the provision of feedback of the learners' progression towards the achievement of their qualification.

Progress towards achievement of the Individual Learning Plan will be recorded, as will targets agreed between reviews. The assessor will help the learner to understand:

- the assessment process;
- how they will be assessed for competence, skills and knowledge;
- how to collect evidence and match it to the assessment criteria.

The assessor will provide constructive feedback throughout reviews to help the learner improve.

## Appeals against assessment decisions

If a learner wants to appeal against an assessment decision then they can do so in accordance with the Assessment Appeals Procedure ([Appendix 4](#))

## External Assessment

All online and external assessments will be carried out in accordance with awarding body regulations and JCQ guidelines

## Appendix 2 - Internal Verification/Moderation Guidelines

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### Policy Statement from the Grŵp Llandrillo Menai Assessment Policy

Assessment tasks and assessed work must be scrutinised in accordance with the Internal Verification /Moderation Procedure and External Quality Assurance Procedures as directed by the awarding body. The Internal Verification/Moderation Procedure is designed to develop and provide an effective internal verification and moderation process across all areas of Grŵp Llandrillo Menai to ensure that the quality criteria as determined by Department for Education and Skills (Wales) and Awarding Bodies are satisfied.

Internal verification/moderation is the process of monitoring assessment practice in order to ensure that assessment decisions meet national standards. It provides a continuous check on the consistency, quality and fairness of marking, grading and overall assessment of learner's work. The Internal Verification/Moderation Procedure will:

- ensure that all students are fairly, accurately and regularly assessed in a consistent manner;
- ensure that valid assessment decisions are reached for all learners and that external requirements are fully met;
- support academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached.

Grŵp Llandrillo Menai will:

- internally verify all centre created assessment tasks/assignments to ensure they are fit for purpose before being delivered to learners;
- internally verify/moderate an appropriately structured sample of assessor work from all programmes, sites and teams, to ensure programmes conform to national standards and external verification requirements;
- plan an internal verification/moderation schedule, linked to assignment plans;
- define, maintain, and support effective internal verification/moderation roles;
- ensure that identified staff will maintain secure records of all internal verification/moderation activity;
- brief and train staff of the requirements for current internal verification / moderation procedures;
- promote internal verification/moderation as a developmental process between staff;
- provide standardised internal verification/moderation documentation appropriate for each awarding body;
- use the outcome of internal verification/moderation to enhance future assessment practice.

### Implementation

Every programme with work that is internally assessed and which contributes to the final assessment outcome of a student must carry out internal verification/moderation. Internal verification / moderation is a process undertaken to ensure that:

- Assessment and grading is consistent across the programme.



- Assessment tasks/assignments are fit for purpose - i.e. they enable the learner to produce evidence which meets the assessment criteria.
- Assessment decisions accurately judge learner work (evidence) against the assessment criteria.

Each programme must have identified members of staff who will verify the assessments for that particular programme.

### *The Lead Internal Verifier / Lead IQA role*

A Lead IV/ Lead IQA will be identified for most awarding bodies. The Lead IV/ IQA will:

- have the authority to oversee assessment outcomes;
- be able to coordinate across assessors and other internal verifiers;
- adhere to the requirements of the awarding body to maintain their Lead IV/ Lead IQA status;
- ensure that there are assessment and verification plans which are fit for purpose and meet the awarding body requirements and check they are being followed;
- ensure that records of assessment and samples of learner work are being retained for use with the External Quality Assurer if necessary and in accordance with the awarding body requirements
- liaise with the External Quality Assurer to ensure that appropriate sampling takes place, if and when sampling is required;
- ensure standardisation of assessment takes place when there is more than one assessor engaged in delivery and assessment of an assignment or task;
- organise standardisation meetings that can be used to develop quality and consistency of assessment across assessors involved in different units across a programme.
- Review the assessment decision of internal verifiers where there is disagreement with the assessor
- No claim for certification for City and Guilds provision can be made without the authority of the LIQA/ Programme Manager or Quality Assurance Manager
- The Lead IV for Pearson should claim certification for programmes within their remit where feasible. No claims for Pearson qualifications should be made by an individual acting alone.

***The role of the internal verifier/moderator is pivotal to maintaining effective quality assurance process within a programme. It is applicable to all staff who manage an assessment process within a team***

### *The Lead Moderator Role*

For GCSE, AS level and A level provision, where subjects are being delivered across sites or by more than one member of staff within a centre (determined by the awarding body Centre Number), the Lead Moderator will:

- be identified as the centre contact;
- disseminate information from the awarding body to staff;
- organise and run standardisation meetings for each piece of assessed coursework;
- ensure minutes of the meetings are recorded;
- collate and rank the marks;
- upload results to the awarding body on behalf of the Centre;
- organise and send the selected sample of work to the awarding body ensuring every piece of work is photocopied and the photocopies stored securely in the Centre, or, if required, make arrangements for the External Moderator visit;
- ensure the safe storage of all candidate work for 3 months after exam results are issued in case there is a request for a remark;
- organise for all work to be sent to the awarding body if required for the remarking of learner work;
- organise the return of work to tutors, who can then arrange for the work to be collected by learners, after the deadline for remark requests has passed;
- review the moderator reports with staff.

### *The role of the Internal Verifier/Moderator*

The Internal Verifier/Moderator is responsible for confirming that all candidates/ learners produce credible, relevant and authentic evidence to prove their competence in a particular subject area and that they have access to fair, standardised and consistent assessment. Individual needs of candidates/ learners must be considered when undertaking assessment and verification.

The Internal Verifier/Moderator has to support the assessors and manage the assessment process to ensure that candidates/learners have had every opportunity to prove their ability/competence in a subject. It is important that the quality of each assessor's performance is monitored on a regular basis to ensure consistency of standards.

Feedback provided to the assessor through internal verification/ moderation should be supportive and identify good practice as well as areas for development

Internal Verifiers/Moderators must ensure that they liaise effectively with External Quality Assurers to co-ordinate sampling activities. They must keep up to date with information and guidance provided by external awarding bodies, standards setting bodies and professional bodies. Any information gained is to be forwarded to the relevant assessment team.

Each awarding body has specific requirements regarding internal verification/moderation. Assessors and verifiers/moderators must be aware of, and conform with specifications/procedures that are relevant to specific awarding bodies and individual programmes.

### *Internal Verification/Moderation sampling strategy*

- All programmes must have an internal verification/moderation schedule which clearly shows when standardisation, and formative and summative internal verification/moderation will take place.
- Internal verification/moderation should be planned so any issues of concern are identified early in the assessment cycle. Verification/moderation should not be end loaded as this prohibits any remedial work which may be required.
- Standardisation and internal verification/moderation meetings must be minuted
- All programmes must have a clear matrix for undertaking internal verification and moderation.
- All assessors must be sampled over a defined period, including peripatetic assessors and those based at satellite centres.
- All units must be sampled for each assessor over a period of time. The period will depend on the number of candidates/learners and programme length. All units for each assessor on an annual cycle would be an appropriate target.
- Ensure the sampling includes both mandatory and optional units.
- Internal verification/moderation is not just an 'end process'. First submission and resubmission assessment decisions must be included in the IV sample. Higher grades must be included in the sample to ensure accuracy of grading decisions.
- There is no need to sample every candidate/learner but a sample must be taken from every candidate category or group/cohort, e.g. include age and gender, candidates/learners with specific needs, bilingual candidates/learners, new starters, mid-term and well-established candidates/learners, the employees of a particular corporate client.
- Ensure that 'new' and less experienced assessors are effectively supported and their work sampled more frequently.
- Ensure there is a clear and accurate audit trail of the internal verification / internal moderation and assessment processes relating to each candidate/learner incorporated within internal verification / internal moderation and assessors' records as well as the portfolio of evidence itself.

### *Standardising Assessment Judgements*

- Ensure that written feedback provided on assessors' judgements is constructive and focuses on those critical features that distinguish between competent and not yet competent candidates /learners.
- Plan and implement standardisation (benchmarking, moderating) workshops with the full team of assessors and verifiers/moderators present where possible.
- Focus on revisions to standards when appropriate and how the new requirements differ from the old standards; focus on critical units; units requiring simulation; units identified through your monitoring where evidence has been difficult to generate, or where you perceive assessors to be taking a different approach.
- Focus on validity, sufficiency, currency and authenticity of the evidence reviewed at the meeting. Use real evidence brought into the meeting by assessors wherever possible.

- Develop a supportive, non threatening environment where assessors are willing to share issues and concerns in order to ensure each assessor makes valid assessment decisions.

#### *Monitoring Assessment Practice*

- Ensure there is a clear and accurate audit trail of the internal verification / internal moderation and assessment processes relating to each candidate/learner incorporated within internal verification / internal moderation and assessors' records as well as the portfolio of evidence itself.
- Observe all assessors on at least an annual cycle covering all aspects of the assessment process.
- Interview candidates/learners regarding the assessment process to verify the records provided to you by assessors and to monitor their progress and their attitude to the N/VQ and to your centre.
- Give feedback to assessors and record your feedback for scrutiny by the External Quality Assurer.

#### *Developing and Supporting Assessors*

- GLLM will provide all assessors with an induction programme and guide them to the relevant standards / Code of Practice.
- GLLM will allocate a suitable number of candidates according to the Grŵp Workload Allocation Scheme and supply the assessor with information about the location of the candidates and any candidates' particular assessment requirements.
- GLLM will monitor assessment methods used by assessors in order to identify any training needs. The Programme Manager should be informed of these.
- Identify any occupational or professional development needs within the team based on the CPD guidance and requirements of the awarding body e.g. A and V qualifications required.
- Give clear feedback regularly to assessors regarding their assessment activities and the outcomes of your monitoring of their assessment documentation.

(All information related to verification/moderation must be kept in the internal verification/moderation file for each programme).

### *Sampling of assessed work - Further Education*

A risk based approach to IV is adopted. The risk for the sample required can be determined by:

	New tutor*	Experienced tutor
Teaching the unit for the first time	High risk	Medium risk
Familiar with the qualification requirements but teaching a new unit	High risk	Medium risk
Familiar with the unit and previous concerns with IV	High risk	Medium risk
Familiar with the unit and no previous concerns with IV	Medium risk	Low risk

\*may be new to the organisation but familiar with the unit

#### **High risk sample**

- All tasks/assignments in the unit will be sampled, the sample size for each assessment task will be the square root of the number of learners.

#### **Medium risk sample**

- A minimum of 50% of the tasks/assignments in the unit will be sampled, the sample size for each assessment task will be the square root of the number of learners.

#### **Low risk sample**

- A minimum of 25% of the tasks / assignments in the unit will be sampled, the sample size for each assessment task will be the square root of the number of learners.

Ensure that 'new' and less experienced assessors are effectively supported and their work sampled more frequently in accordance with the risk assessment.

### *Documentation*

Awarding bodies produce documentation which can be used for all aspects of assessment and verification/moderation. Any documentation adapted or devised internally by programme teams must meet the requirements of the awarding body and be approved by the Quality Assurance Manager. All documentation used must be current and fit for purpose. Use of appropriate documentation will be monitored during the annual internal verification/moderation audit.

### *Data Requirements*

All evidence of assessment, internal verification/moderation activities must be kept in a secure location i.e. locked cupboard or store room. All information held must be GDPR compliant.

Records relating to learner progress, attainment and internal verification/moderation must be kept for a minimum of three years in case any issues arise from external verification/moderation or appeals. All records must be made available to awarding bodies on request. Some awarding bodies have specific data requirement – it is important that assessors and verifiers/moderators are aware of, and incorporate these within their procedures. Learner work can be returned to the learner once all the external quality assurance procedures have been completed and certification has been awarded in accordance with the rules of specific awarding bodies.

## Appendix 3a - Assessment Appeals Procedure (Extraordinary Regulatory Framework Regulations up to September 30<sup>th</sup> 2020)

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### Section A - Background Information

The Qualifications Wales Regulatory Framework

([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/891416/6626-1\\_Extraordinary\\_regulatory\\_framework\\_-\\_General\\_Qualifications\\_COVID-19\\_Conditions\\_and\\_Requirements.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/891416/6626-1_Extraordinary_regulatory_framework_-_General_Qualifications_COVID-19_Conditions_and_Requirements.pdf)) sets out that each awarding body must establish, maintain and comply with an effective appeals process.

Ofqual and Qualifications Wales are clear that learners cannot challenge the centre assessment grades or position in the rank order. If learners feel that their grades from the summer do not reflect their ability, they will have the opportunity to take exams in the autumn series or in summer 2021. If they choose to do this, they will be able to use the higher of the two grades for future progression.

If learners are planning to progress to university this year and were not awarded the grades expected, it is recommended that their first action is to contact the university to discuss their place rather than wait for the outcome of a potential appeal, which may not be concluded for some time

### Requesting further information and a grade review

Learners **cannot** appeal directly to the awarding organisation (AO) for a review of their grade (other than some private candidates) and must therefore appeal to GLLM to make an appeal on their behalf where:

- (a) the awarding body did not apply any process or procedures pursuant to Condition GQCov3.2(a)(i) consistently or that such process and procedures were not followed properly and fairly,
  - (b) the awarding body used the wrong data in applying the process and procedures pursuant to Condition GQCov3.2(a)(i), and
  - (c) a result generated by applying the process and procedures pursuant to Condition GQCov3.2(a)(i) was incorrectly issued by the awarding body in respect of one or more Learners.
- (GQCov5.1 Appeals)

General information regarding how grades were calculated by GLLM and the AO will be available on eDRAC Learner.

Where it is considered appropriate, GLLM will be able to appeal to the AO on behalf of the learner if:

- the wrong data was used when calculating a grade,
- the calculated grades generated by the statistical standardisation model were incorrectly allocated or communicated
- and/or there was some other procedural failing on the part of the Awarding Organisation.

In order to facilitate the appeals process as efficiently as possible, Awarding Organisations must provide GLLM with sufficient information to allow us to make a decision as to whether or not to appeal.

### Sufficient information will include:

- a. The centre assessment grades and rank order information as recorded and used by the awarding organisation for the purposes of standardisation,
- b. The historical results information for the Centre used by the awarding organisation for the purposes of standardisation, and
- c. The relevant prior attainment data for the Centre, including the 2020 cohort, used by the awarding organisation for the purposes of standardisation

This information will be made available to the learner where requested.

GLLM may also request additional information to determine if it will submit an appeal to the AO. This request should identify why or where GLLM considers an error might have been made to allow the awarding organisation to promptly identify any further information which might assist the Centre.

Once in receipt of all relevant information, GLLM will determine if there is evidence to support an appeal on the grounds listed above and also if information is made available to learners taking into account data protection legislation.

### **Appeals on the basis of bias or discrimination**

In the rare case where a student considers centre assessment grades or rank order information was demonstrably affected by bias, Students should raise these concerns with the centre in the first instance through the GLLM Complaints process.. Where there is evidence of serious malpractice on the part of the centre, it may be appropriate to bring those concerns directly to exam boards for investigation as potential malpractice

### **Section B - Procedure**

If a learner has concerns about the grade they have been awarded, they should initially discuss the matter with the Programme Area Manager. If, following this discussion, the learner feels that there are potential grounds for appeal they should follow the process outlined below.

Generally speaking there will be 3 parts to any appeal:

- Stage 1 - Learner Request to receive information on how the awarding body calculated their grade
- Stage 2 - Request that GLLM appeal on behalf of the learner
- Stage 3 - A request for a decision not to request further information or appeal to be reviewed

**Stage 1 - Information Request** (Arrangements and process for learners to request the information used by the AO to calculate the result)

The learner can request information used by the AO to calculate their grade. This includes:

- a. The centre assessment grades and rank order information as recorded and used by the awarding organisation for the purposes of standardisation,
- b. The historical results information for the Centre used by the awarding organisation for the purposes of standardisation, and
- c. The relevant prior attainment data for the Centre, including the 2020 cohort, used by the awarding organisation for the purposes of standardisation

All requests for additional information should be made via the results page of eDRAC Learner

The request will be processed centrally and the learner will receive an email advising them of their next steps

Where we hold the information, this will be issued to the learners within **3** working days

If we do not hold the information, the DCQ and Assistant Principal will review if an information request should be made to the AO and the proposed outcome will be reported back to the relevant Principal/ ED for a decision

The learner will be informed of the outcome and the option to appeal this decision by the Principal/ ED

GLLM can also request additional information where it considers an appeal is appropriate. In such instances, a request should be made to the DCQ

**Stage 2 - Request to Appeal a Grading Outcome** (Arrangements and process to request that an appeal is submitted to the AO)

1. Learners can submit a request for GLLM to appeal on their behalf through the “Submit a Request to Appeal ” tab on the results page of eDRAC Learner
2. An appeal can only be made where:
  - a. the wrong data was used when calculating a grade,
  - b. the calculated grades generated by the statistical standardisation model were incorrectly allocated or communicated
  - c. and/or there was some other procedural failing on the part of the Awarding Organisation.
3. The request will be processed centrally and the learner will receive an email advising them of their next steps
4. The request will be forwarded to the DCQ and relevant AP who will review the case
5. A proposed outcome will be reported back to the relevant Principal/ED for a decision
6. The learner will be informed of the outcome and the option to appeal this decision by Principal/ ED

An appeal can also be made directly by GLLM to the AO without a request from a learner. In such instances, a request should be made to the DCQ to review the grade outcomes

**Stage 3 - Appeal against a decision to appeal on behalf of the learner** (Procedure for learners to appeal a decision taken by the centre not to request additional information or not to submit an appeal to the AO)

1. Learner informs the DCQ via email clearly outlining grounds for appeal
2. DCQ will write to learner acknowledging receipt and indicating timeline for decision
3. DCQ refers appeal to CEO/ EDAS
4. CEO/ EDAS reviews appeal and decision is confirmed with learner
5. CEO/ EDAS will inform learners of outcome and additional appeals route to Qualifications Wales

Where the centre agrees to submit an appeal on the learner’s behalf, or where the centre is appealing the grades of cohorts/ centres, the Director of Curriculum and Quality will advise on the procedure for the specific awarding organisation.



## Appendix 3b - Assessment Appeals Procedure

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### Policy Statement from the Grŵp Llandrillo Menai Assessment Policy

Grŵp Llandrillo-Menai will allow learners an opportunity to appeal against any assessment decision where they feel that the assessment procedures have not been properly conducted or where they believe that the decision is unfair. The appeal against the assessment decision will be through this Assessment Appeals Procedure.

The policy applies whether the assessment event or decision is:

- Formative or summative
- Graded or ungraded
- Made by an individual assessor or a course team, with or without internal verification.

### Implementation

Assessment of student work is based on impartial, reliable and valid judgements. However, Grŵp Llandrillo Menai do accept that there may be incidents when assessment decisions are questioned.

Please note for externally assessed examinations an appeal must be lodged with the relevant awarding body.

This policy and procedure applies only to internal assessments. It does not deal with external enquiries for which the awarding bodies have published their own Appeals Procedure.

All efforts should be made to resolve problems using the Informal Procedure described in Stage 1 in order to avoid the need to involve the Formal Procedure described in Stage 2.

### Implementation

Learners are entitled to challenge a formal assessment decision that contributes towards their final qualification.

#### Informal Procedure – Stage 1

Learners should always discuss the matter with their tutor or assessor before invoking the appeals procedure. The tutor or assessor may, at this stage, seek to have the work informally re-assessed by a member of teaching staff outside of the original assessment team.

Any student wishing to question an assessment decision should bring the matter to the attention of the Programme Leader as quickly as possible and certainly within one working week of receiving the assessment decision.

An appeal may be lodged against:

- The conduct of assessment
- The adequacy of the opportunities offered to demonstrate competence
- The sufficiency, range and nature of the evidence as agreed in the assessment plan, where applicable.

In consultation with the learner, and in light of any additional opinion obtained, a decision may be made to:

- (i) Accept the original decision.
- (ii) Modify the decision.
- (iii) Re-assess the student practically or verbally.

This should take place within two weeks of the original decision being questioned.

If having completed all the above, the learner believes that there are still grounds for appeal then the Programme Leader should be informed in writing and the formal procedure described in Stage 2 should be invoked.

### **Formal Procedures – Stage 2**

Please note for externally assessed examinations an appeal must be lodged with the relevant awarding body.

1. If the matter cannot be resolved at the informal stage then the learner should contact the Quality Assurance (QA) Manager. The QA Manager will provide the learner with an Internal Assessment Appeals Form. The learner will need to provide evidence to support their claim of unfair or improper conduct of assessment.
2. The Internal Assessment Appeals Form must be submitted within 21 working days of the assessment decision, or 42 working days before award certification (whichever occurs sooner). The QA Manager will acknowledge receipt of the appeal to the learner/candidate in writing (within 72 hours).
3. The QA Manager will investigate the appeal by discussing the matter with the learner, IV, lecturer and Programme Manager. The QA Manager will review the findings with the relevant AP and Programme Manager. The result of the investigation will be communicated to the learner in writing within 21 working days of receipt of the appeal.

The decision may result in:

- Re-assessment of the student/evidence by the original or a different assessor
  - The original assessment decision being upheld
  - Seeking advice from the external verifier/moderator
4. If the learner considers that the college has not conducted an appeal fairly, or that they have been discriminated against, a written request should be lodged with the Director Curriculum and Quality who will refer it to the appropriate awarding body. This must be received within 7 working days of receipt of the appeal letter.
  5. Following the involvement of the relevant awarding body, the learner may also escalate their appeal to the appropriate qualification regulator.

If the learner incurs incidental expenses as a result of making an appeal the College will consider reasonable re-imbursment of these expenses.

### **Matters of Public Interest/Serious Concerns**

There is a 'whistle-blowing' policy which relates to disclosure of matters of public interest/serious concerns such as alleged fraud, malpractice/ maladministration or unlawful activities. In this case a direct request should be made to the Grwp Director of Governance who will provide further advice.



## Formal Internal Assessment Appeals Form

Name of candidate:	
Name of assessor:	
Name of internal verifier:	
Date of assessment:	
Module/Unit(s) assessed:	
Grade awarded:	

### Reasons for Appeal (Learner to complete)

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Learner signature:		Date:	
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## Appendix 4 - Reasonable Adjustment Procedure

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### Policy Statement from the Grŵp Llandrillo Menai Assessment Policy

Grŵp Llandrillo Menai has a duty to ensure that the rights of individual learners to access qualifications and assessment in a way most appropriate for their individual needs are upheld. Disability and equal opportunity legislation requires Grŵp Llandrillo Menai to create an inclusive assessment process which requires staff to carry out in accordance with the Reasonable Adjustment Procedure ([Appendix 5](#)). Legislation requires reasonable adjustments to be made where a disabled person would be at a substantial disadvantage in undertaking an assessment.

### Implementation

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. The request should be sent to the appropriate awarding body using the process identified by that awarding body.

Reasonable adjustments must not affect the reliability and validity of the assessment outcomes, but may involve:

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner
- changing the assessment method, for example from a written assessment to a spoken assessment
- using assistive technology, such as screen reading or voice activated software.

Reasonable adjustments must be approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the qualification. The work produced by the learner will be marked in the same way as the work of other assessed learners.

Grŵp Llandrillo Menai is only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances the impact of the disability on the individual, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence should be taken into consideration.

Different types of assessment make different demands on the learner and will influence whether reasonable adjustments will be needed and the kind of reasonable adjustment which may be put in place.

The adjustments that are appropriate for a particular assessment will depend upon:

- the specific assessment requirements of the qualification
- the type of assessment
- the particular needs and circumstances of the individual learner

### *Assessments which are not taken under examination conditions*

In these types of assessments the learner may meet the specified assessment criteria in any way that is valid. To facilitate access where there is evidence of need, Grŵp Llandrillo Menai may, after

consultation with the awarding body, allow the learner to use any mechanical, electronic or other aids in order to demonstrate achievement as long as the aids:

- are generally commercially available;
- reflect the learner's normal way of working;
- enable the learner to meet the specified criteria;
- do not give the learner an unfair advantage.

The learner may present assessment materials or documents in a way that reflects their normal way of working and enables him or her to meet the specified assessment criteria, for example, answers or evidence do not have to be in written format unless specified by the assessment criteria.

The evidence of assessment produced by the learner must at all times:

- meet the requirements of the specifications regardless of the process or method used;
- be as rigorous as assessment methods used with other learners;
- be assessable;
- be able to be moderated or verified.

In the case of long-term illness of an individual learner or when a permanent health condition/disability means a learner's completion of assessment takes additional time it may be possible to permit an extension to the deadline for the submission of work for certification. It will not be possible to allow time extensions for all qualifications.

If clarification is required on the appropriateness of the reasonable adjustment requested by the learner for a particular assessment, the tutor is advised to contact the appropriate awarding body (via the examination team) to discuss alternative arrangements that may be appropriate for specific situations.

### *Assessments which are taken under examination conditions*

Where the method of assessment is more rigidly determined (such as for assessments taken under specified conditions) there may be a greater need for adjustments to standard assessment arrangements in order to give access.

Any adjustment to assessment will be based on what the learner needs to access the assessment. Below are some examples of learner needs that may be adjustments to assessments. This list is not exhaustive and it should be noted that some learner needs will fall within more than one of the categories set out below.

- Communication and interaction needs;
- Cognition and learning needs;
- Sensory and physical needs;
- Behavioural, emotional and social needs.

A learner does not necessarily have to be disabled (as defined by legislation) to be entitled to reasonable adjustments to assessment. Every learner who is disabled will also not necessarily be entitled to or need an adjustment to assessment. The learner may have developed coping mechanisms which minimise or remove the need for assistance provided they are not placed under substantial disadvantage.

Supporting evidence needs to be identified and obtained in order to ensure that any adjustment to assessment will only provide the learner with the necessary assistance without giving him/her an unfair advantage over others.

Where Grŵp Llandrillo Menai can verify evidence of the disability or difficulty, and where the implications are clear, such as for a learner with physical difficulties, profound hearing impairment or who are registered as blind or partially sighted, there does not need to provide further evidence of these physical difficulties.

Where the implications of the difficulty are not obvious, such as for learning difficulties, or mental health difficulties, additional evidence of the effect of the impairment on the learner's performance in the assessment is required. Evidence of the learner's needs in relation to the particular assessment, will be made by the relevant member of staff or an external expert with competence and responsibility in this area. The evidence should be documented for audit purposes.

A learner with a Statement of Special Educational Need does not automatically qualify for reasonable adjustments. The demands of the qualification should be taken into account. The reasons for the statement may have only limited effect on achievement in the assessment.

### *Process*

The following form should be used to apply for reasonable adjustments on behalf of each individual learner. The form should be completed by the Personal Tutor with the learner.

Where assessments are not taken under exam conditions, reasonable adjustments are permitted at the discretion of the Programme Area Manager. If the assessment is internally assessed, then it should be agreed with the internal verifier and included in the sampling process for internal verification. The form must be submitted to the awarding body at least 15 days prior to the learner undertaking the first assessment.

Where assessments are taken under exam conditions, or the learner is sitting an external assessment, the form must be submitted to the awarding body at least 15 working days prior to the learner undertaking the assessment. Requests for Braille translations must be submitted at least 30 working days prior to the learner undertaking the assessment. Confirmation of the request for Reasonable Adjustment must be received before the learner can undertake the adjusted assessment.

Forms need to be processed through the appropriate Registry/Administrative Assistant for the awarding body. In all cases, a copy of the form needs to be retained for 3 years.

Centre name:	Coleg Llandrillo Coleg Menai Coleg Meirion-Dwyfor	Centre number:	
Site address:			
Date of assessment:		Time of assessment:	
Awarding Body			
Qualification code and title			
Unit (s) title / level			
Assessment in English or Welsh			

Name of learner(s) for which application is made:

Full name	Learner registration no.	Post code

Reason for application

Reasonable adjustments required

**Supporting evidence**

This may include:

- the centre’s assessments of candidate’s / learner’s needs
- history of provision within the centre
- medical certificate
- psychological or other professional assessment report.

Please provide details of supporting evidence:

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Please provide details of how the reliability and validity of the assessment will be maintained:

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**Declaration:** I confirm that:

- the information in the application is accurate;
- we will be able to provide the arrangements requested if the application is approved by the awarding body
- the reasonable adjustments will be implemented in accordance with the guidance given by JCQ.
- the centre will not exceed the allowances given.

Name:			
Signature:		Date:	
Position at centre:		Contact number and email address	



## Appendix 5 - Special Consideration Procedure

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### Policy Statement from the Grŵp Llandrillo Menai Assessment Policy

A learner who is fully prepared and present for a scheduled assessment may be eligible for special consideration if:

- performance in an assessment is affected by circumstances beyond the control of the learner for example recent personal illness, accident, bereavement, serious disturbance during the assessment;
- alternative assessment arrangements which were agreed in advance of the assessment prove inappropriate or inadequate;
- part of an assessment has been missed due to circumstances beyond the control of the learner;
- there is a sufficient difference between the part of the assessment to which special consideration is applied and other parts of the qualifications that have been achieved to infer that the learner could have performed more successfully in the assessment.

A learner will not be eligible for special consideration if:

- no evidence is supplied to Grŵp Llandrillo Menai that the learner has been affected at the time of the assessment, by a particular condition;
- any part of the assessment is missed due to personal arrangements including holidays or unauthorised absence;
- preparation for a component is affected by difficulties during the course, for example disturbances through building work, lack of proper facilities, changes in or shortages of staff, or industrial disputes.

### Implementation

Each request for special consideration will be unique to each learner or assessment. The request should be sent to the appropriate awarding body using the process identified by that awarding body.

Where an assessment requires the learner to demonstrate practical competence or where criteria have to be met fully, or in the case of qualifications that confer a Licence to Practice, it may not be possible to apply special consideration.

In some circumstances, for example for on-demand assessments, it may be more appropriate to offer the learner an opportunity to take the assessment at a later date.

Special consideration should not give the learner an unfair advantage neither should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect his/her achievement in the assessment and not necessarily his/her potential ability.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark/grade of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

### Process

Grŵp Llandrillo Menai will apply for special consideration using the process provided by the appropriate awarding body. Requests will be processed by the Registry or Administrative Assistant who registers learners with that awarding body. If the awarding body does not accept online special

consideration applications then JCQ Form 10 – Application for Special Consideration can be used (<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-10---application-for-special-consideration>).

The learner needs to submit evidence in support of special consideration. This may include medical evidence or a statement from the invigilator or any other appropriate information.

If the application for special consideration is successful, the learner’s performance will be reviewed in the light of available evidence. It should be noted that a successful application of special consideration will not necessarily change a learner’s result.

## Appendix 6 – Malpractice and Maladministration Procedure

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### Policy Statement from the Grŵp Llandrillo Menai Assessment Policy

#### Malpractice

Learner Malpractice refers to any action by the learner which has the potential to undermine the integrity and validity of the assessment of their work. This could be plagiarism, cheating or collusion. All cases where malpractice is suspected must be processed in accordance with the Malpractice Procedure.

#### Implementation

All efforts should be made to resolve allegations of malpractice using the Informal Procedure described in Stage 1 in order to avoid the need to involve the Formal Procedure described in Stage 2.

It is the responsibility of each individual learner to ensure:

- that any of their work is entirely their own;
- that when source material is used this is quoted directly using quotation marks OR is summarised or re-phrased in own words;
- in both of the above cases, that the source is cited either within the text or in footnotes at the bottom of the relevant page;
- that the source is cited if another person's ideas are used;
- that any information that is downloaded from the internet is clearly referenced to the source of the information;
- that they do not use any work (including pictures, artwork, graphics which could be graphs and spreadsheets) given to them by another student as their own work;
- that they will never let any other learner use or copy their work and pass it off as their own work. If they are approached by another learner they should inform a member of staff immediately.

Learners must sign every assessment to declare that it is their own work.

Learners should be made aware of Assessment Malpractice during Induction.

Staff must be vigilant regarding malpractice and raise issues with individual learners if malpractice is suspected.

Minor acts of learner malpractice can be handled by the assessor by, for example, refusal to accept work for marking and learner being made aware of malpractice policy. The learner must resubmit the work in question.

Major acts of learner malpractice which could include extensive copying/plagiarism, or a second or subsequent offence, would be subject to the Grŵp Llandrillo Menai Learner Disciplinary Procedures.

### *Plagiarism*

Plagiarism is when a person uses the ideas, thoughts or words of another person and submits them as their own. This includes copying words and pictures or illustrations from other students, from books, magazines, etc and from the internet. It also includes taking other people's ideas and inventions.

Plagiarism is a very serious academic offence. It is only the learner's original words and ideas that should not be referenced.

Methods of referencing differ from one area to another – learners should check with tutors for advice on the method required for each subject.

Tutors reserve the right to carry out electronic comparisons of individual student work against both electronic sources and other students' work using dedicated plagiarism software.

Please note that some Awarding Bodies require you to report to them any cases of plagiarism.

### *Investigating alleged malpractice*

All instances of malpractice will be investigated by the Quality Assurance Manager on behalf of the Chief Executive Officer for Grŵp Llandrillo Menai.

### *Informal Procedure – Stage 1*

Tutors should always discuss the matter with the learner before invoking the formal procedure. The tutor or assessor may, at this stage, request that the learner resubmit the work. If the learner continues to submit work that continues to demonstrate malpractice then the formal procedures will be instigated.

### *Formal Procedures – Stage 2*

If the matter cannot be resolved at the informal stage then the tutor/assessor should contact the Quality Assurance Manager. The Quality Assurance Manager will investigate the claim and report back to the tutor and the learner.

If the Quality Assurance Manager agrees that the learner has demonstrated malpractice, the learner will identify that a "Serious Misconduct" has taken place. The learner will then be disciplined for a "Serious Misconduct" in the Learner Disciplinary Policy and Procedure.

The Quality Assurance Manager will record the incident and make the records available to the appropriate awarding body.

## **Maladministration**

Maladministration is defined as bad, inefficient, or dishonest management of the affairs of the institution. It covers any activity or practice which is in contravention of the Grwp or awarding body regulations and requirements and includes inefficient or negligent management and the application of persistent mistakes or poor administration.

Examples of maladministration include, but are not restricted to:

- Failure to adhere to Grwp Llandrillo Menai learner registration and certification procedures.
- Failure to adhere to Grwp Llandrillo Menai centre recognition and/or qualification requirements and/or associated actions assigned to the centre
- Persistent late learner registrations
- Inaccurate claim for certificates
- Failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence
- Withholding of information, by deliberate act or omission, from an awarding body

Any actions suspected as being maladministration will be investigated through either the:

- Grwp Whistleblowing Policy /Code of Conduct
- Staff Code of Conduct or
- Discipline, Grievance and Capability Policy

Individual awarding body regulations will be adhered to in maladministration investigations.

## Appendix 7 - Conflict of Interest in Assessment Procedure

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### Policy Statement from the Grŵp Llandrillo Menai Assessment Policy

Grŵp Llandrillo Menai must ensure all learners have equal opportunities to assessment and no learner is unfairly advantaged / disadvantaged. Where a situation may arise where an individual's professional, personal or family interests and/or loyalties could have, or could be viewed by others as having, the potential to influence assessment decisions, then the interest needs to be declared and additional scrutiny of the work is undertaken in accordance with this procedure.

### Implementation

All cases where a member of staff assesses the work of a colleague, personal friend or family member then this procedure must be adhered to.

The process where a Conflict of Interest has been identified is:

1. Identify which units are being taught by the tutor to the learner where there is a Conflict of Interest.
2. Agree what measures need to be implemented to avoid allegations of unfair practice with the Programme Area Manager or the Quality Assurance Manager.
3. Complete the Conflict of Interest in Assessment Form and send a copy to the Internal Verifier /Moderator /Second Marker, the Programme Area Manager and the Quality Assurance Manager.
4. At the end of the teaching block where there has been a conflict of interest, the Internal Verifier /Moderator /Second Marker will feedback on the assessment process and return the form to the tutor, the Programme Area Manager and the Quality Assurance Manager.
5. If the measures that are agreed find there is an issue with the assessment, and unfair practice has been detected, then the tutor would be subject to the staff disciplinary procedure.

## Conflict of Interest in Assessment Form

To be used in all cases where a member of staff assesses the work of a colleague, personal friend or family member.

<b>College</b> ( <i>delete as appropriate</i> )	<i>Coleg Llandrillo</i>	<i>Coleg Meirion Dwyfor</i>	<i>Coleg Menai</i>
<b>Campus &amp; Programme Area</b>			
<b>Lecturer / Assessor</b>			
<b>Programme Area Manager</b>			
<b>Programme Title</b>			
<b>Unit(s) assessed by Lecturer / Assessor on the Programme</b>			
<b>Name of Learner</b>			
<b>Relationship with Learner</b> <i>(e.g. Colleague, Friend, Family Member)</i>			
<b>How is(are) the unit(s) assessed?</b>			
<b>What measures are being put in place to prevent allegations of unfair assessment practice?</b> <i>(e.g. all work assessed by tutor for the identified learner will be fully internally verified / moderated / second marked)</i>			
<b>Signature of Lecturer / Assessor</b>		Date	
<b>Signature of Programme Area Manager</b>		Date	

At the end of the teaching block where there is a Conflict of Interest complete the following:

<b>Internal Verifier / Moderator / Second Marker</b>			
<b>Comments from the Internal Verifier / Moderator / Second Marker on the assessment process:</b>			
<b>Signature of IV/IM/SM</b>		Date	

## Appendix 8 - Recognition of Prior Learning Procedure

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### Policy Statement from the Grŵp Llandrillo Menai Assessment Policy

Grŵp Llandrillo Menai recognises that Recognition of Prior Learning (RPL) enables recognition of achievement from a range of activities using any appropriate methodology. Provided that the assessment requirements of a given unit or qualification have been met, evidence of learning is valid and reliable, and Recognition of Prior Learning Procedure (Appendix 9) is adhered to, the use of RPL is acceptable for accrediting a unit or a whole qualification.

### Implementation

Recognition of Prior Learning (RPL) is a form of assessment which makes use of evidence of a learner's previous non - certificated achievements to demonstrate competence or achievement within a unit or qualification.

Through the RPL process, evidence of a candidate's previous achievement (learning) is assessed against the learning outcomes of a unit.

The Regulatory Arrangements for the Qualifications and Credit Framework gives the following definition of RPL and this definition is fully supported by the Credit Qualification Framework Wales:

"Recognition of Prior Learning (RPL) is a method of assessment [leading to the award of credit] that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so not need to develop through a course of learning."

The RPL process is relevant where an individual has evidence of having previously learnt something but has never received formal recognition for it through a qualification or other form of certification.

Evidence can draw on any aspect of a candidate's prior experience including:

- domestic / family life
- education and training
- work activities
- community or voluntary activities

Evidence obtained through RPL must therefore meet the same rigorous quality criteria that other assessment methods must conform to. It remains the role of assessors and quality assurance staff to ensure that evidence is:

**Valid:**

Does the evidence genuinely demonstrate that the demands of the learning outcome have been met? For RPL, currency of evidence will be of particular concern. Does, for example, the evidence meet up-to-date demands or is it representative of practice that has significantly changed?

**Authentic:**

This involves consideration of whether the evidence being examined is genuinely the work of the learner. For example, the evidence may have been produced by somebody else, or may be the result of the work of a team. In the latter case, this would be acceptable if the



learning outcome was related to team / joint working, but not if it was being used as evidence of an activity which should have been carried out individually.

**Sufficient:**

There must be enough evidence to fully meet the requirements of the learning outcome, or learning outcomes being considered. If there is insufficient evidence to fully meet requirements, then evidence obtained through RPL must be complemented by evidence gained through other suitable assessment method(s) before requirements can be said to have been met.

**Reliable:**

The evidence obtained through RPL should be such that an assessor would arrive at the same assessment decision, were the assessment to be repeated.

If individuals can produce relevant evidence, that meets learning outcome requirements then, recognition can be given for their existing knowledge, understanding or skills.

If an individual can meet all the learning outcomes and assessment criteria in a unit, then they can claim credit for that unit solely on the basis of their RPL achievement.

If however, evidence from RPL is only sufficient to cover one or more learning outcomes, or to partly meet the need of a learning outcome, then additional assessment methods should be employed to generate the sufficient evidence required to make a safe assessment decision.

Since evidence from RPL is similar to that derived via any other acceptable assessment method, where the standard of a unit is met by evidence obtained from, or partly from RPL, credit can be claimed.

### *RPL Process*

Grŵp Llandrillo Menai must ensure that RPL is carried out by designated staff with relevant levels of expertise to meet the requirements of the assessment strategy / guidance for the qualification concerned.

The methods of assessment used will be determined by the assessment strategy for the qualification being assessed but might, for example, include:

- examination of documents,
- witness testimony
- reflective accounts
- professional discussion.

The RPL assessment should be carried out as an entire process. This means that the assessor should:

- Plan with the learner
- Make a formal assessment decision
- Feedback assessment decisions to the learner, confirming decision and giving guidance on the available options (particularly in situations where the decision has been not to award credit.)
- Maintain appropriate records
- Ensure that learners are aware of their right to access the appeals process should they feel the assessment decision was unfair.

The assessor must ensure that all learning outcomes and assessment criteria being claimed are covered and that records of assessment are maintained in the usual way. The process must be subject to the same quality assurance requirements as any other assessment method.