

Assessment and Internal Verification Policy

Oakleigh Schools (Nig) Ltd t/a Oakleigh Education and Inspirational Teachers On-line School, will ensure that learners are assessed for suitability prior to commencing their chosen programme. The assessment process will be applied equitably and consistently to all learners who will be assessed according to their ability and experience.

Assessment will test the areas and skills which are relevant to the aims and outcomes of the programme. It will be designed to measure students at the appropriate level, and criteria for such levels will be clearly defined in the information provided for students, staff and examiners. Efficient mechanisms will be in place for feedback to students, relating to both formative and summative assessment

All records of assessment will be kept securely by the course tutor/assessor and be made available only to others with an interest in the progress of the learner. Achievement will be notified to the internal verifier in writing. This will normally be on a spreadsheet which will be updated regularly to review progress. Verification or double marking of a sample of work will be recorded before any claims for certification can be made by the internal verifier.

Learners will be assigned to an assessor and all assessors will have necessary qualification as well as relevant training for the role. There will be regular internal reviews and external audit to evaluate knowledge, competency and professional standards of all assessors. This may be formal and/or informal and will be part of the CPD training for assessors.

Sampling will be carried out internally to ensure there is standardisation of assessment and that professional standards are being met. There will be initially 70% sampling of all new assessors, then this will be reduced to a 30% sampling of experienced assessors. In cases where there may be concerns all candidate work will be sampled. The verifier will sample a range of assessors, candidates and units and will keep records of these. There will be feedback to the assessor on the sampling undertaken.

This policy will be reviewed on an annual basis.

Date: 15/01/2019