



“Access to Fair Assessment”

Policy for National Open College Network (OCN) Provision

The DLC policy to Fair Assessment ensures that all assessments undertaken by students are:

- **reliable**
- **valid**
- **fit for purpose**
- **transparent**
- **recognise and respect equality and diversity**
- **use appropriate language for assessment tasks.**

There are procedures in place which underpin this statement and are translated in practice. The Distance Learning Centre ensures that;

Tutors / Assessors:

- are inducted into OCN principles of assessment and understand criterion referenced assessment
- record the outcomes of all assessment activities
- provide feedback to learners mapped against achievement of the learning outcomes
- plan their assessment strategy and the timing of assessments so as not to unnecessarily overburden learners or discriminate against particular groups of learners.

The writers of assessment material:

- produce assessment activities with due regard to equality and the diversity of learners; they ensure that assessment tasks allow for the generation of evidence in diverse ways
- ensure that they use plain language at a level suitable to the unit
- ensure that the assessment strategy allows for the generation of evidence against all the Learning Outcomes for a Unit
- Review assessment tasks on a regular basis and as part of any course review.

**Internal moderators:**

- 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 records are clear and current
- ensure that tutor feedback to learners is clear, unambiguous and related to the assessment criteria
- ensure that all assessment decisions are valid
- provide written feedback to assessors on all aspects of the assessment process
- ensure that all quality improvement recommendations are monitored and actioned.

Learners:

- are inducted into OCN Assessment and understand criterion referenced assessment
- are made aware of the centres assessment appeals policy and how to access any documentation to support its use
- are provided with an assessment plan
- are made aware of any time constraints attached to the achievement of the qualification
- receive feedback from all assessment activities to a realistic timescale and which relates to the achievement / non achievement of the assessment criteria
- receive regular feedback against their achievement of individual units and their progress towards the overall qualification.

OCN Quality Reviewers:

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

The procedure for Appeals to Academic Assessment decisions can be found on the Website