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# **Assessment Policy for Nora Training Centre Ltd (KECC LTD)**

## **1. Introduction**

Nora Training Centre Ltd (KECC LTD) is committed to delivering high-quality education and training that aligns with the standards set by relevant awarding bodies. This Assessment Policy outlines the principles and procedures that govern our assessment processes for courses such as the Level 3 Diploma in Health and Social Care, ensuring compliance with the requirements and regulations of any awarding body we work with.

## **2. Purpose**

The purpose of this policy is to:

- Ensure assessments are conducted in a fair, valid, reliable, and consistent manner.
- Provide clear guidelines for students, tutors, and assessors in alignment with the standards of various awarding bodies.
- Facilitate student learning and achievement of learning outcomes specified by the relevant awarding bodies.
- Maintain transparency and accountability in assessment practices.

## **3. Scope**

This policy applies to all assessments conducted as part of the Level 3 Diploma in Health and Social Care course at Nora Training Centre Ltd. (KECC LTD)

## **4. Principles of Assessment**

1. **Fairness:** Assessments will be conducted impartially, ensuring equal opportunities for all students. This includes providing reasonable accommodations for students with disabilities or special needs.
0. **Validity:** Assessments will measure the knowledge, understanding, and skills outlined in the course specifications. Assessment tasks will be aligned with the intended learning outcomes of the course.
1. **Reliability:** Assessments will produce consistent results over time and across different assessors. To ensure reliability, assessment criteria will be clearly defined, and marking schemes will be standardised.
0. **Transparency:** Assessment criteria, procedures, and feedback mechanisms will be clearly communicated to all stakeholders in accordance with the guidelines of relevant awarding bodies. Students will be provided with clear instructions on how assessments will be conducted and how they will be evaluated.

## **5. Roles and Responsibilities**

1. **Students:** Responsible for familiarising themselves with assessment requirements, submitting assessments on time, and upholding academic integrity by avoiding plagiarism and collusion.
2. **Tutors/Assessors:** Responsible for designing and delivering assessments that align with the standards of relevant awarding bodies, marking assessments accurately and fairly, and providing constructive feedback to students. Tutors will undergo training to ensure they are familiar with assessment criteria and guidelines.
3. **Internal Verifiers:** Responsible for quality assuring the assessment process, ensuring consistency and compliance with the standards of awarding bodies, and facilitating internal standardisation activities. Internal verifiers will monitor assessment practises and provide feedback to tutors to maintain quality assurance.
4. **Centre Manager (Mr. Miah):** Responsible for overseeing the implementation of this policy, ensuring compliance with regulations of awarding bodies, and serving as the primary point of contact with these bodies. The Centre Manager will liaise with awarding bodies regarding assessment-related matters and ensure that any updates or changes to requirements are communicated to relevant staff members.

## **6. Assessment Methods**

Assessments for the Level 3 Diploma in Health and Social Care will encompass a range of methods specified by relevant awarding bodies, including but not limited to:

1. **Written assignments:** Students will be required to complete essays, reports, or reflective journals to demonstrate their understanding of key concepts and theories.
2. **Case studies:** Students will analyse real-life scenarios and apply theoretical knowledge to propose solutions or interventions.
3. **Practical demonstrations:** Students will demonstrate their practical skills in simulated or real-world settings, such as conducting health assessments or communicating with clients.
4. **Presentations:** Students will deliver oral presentations to showcase their understanding of specific topics and communicate effectively with their peers.
5. **Portfolios of evidence:** Students will compile a portfolio of their work, including assignments, reflections, and evidence of practical skills, to demonstrate their learning and development over time.

## **7. Assessment Procedures**

1. **Planning:** Assessments will be planned in accordance with the requirements of relevant awarding bodies, ensuring coverage of specified learning outcomes and assessment criteria. Assessment plans will be developed collaboratively by tutors and approved by the Centre Manager.
0. **Conducting Assessments:** Assessments will be conducted using approved methods and resources, ensuring compliance with guidelines of awarding bodies. Assessors will ensure that assessment conditions are conducive to fair and equitable outcomes for all students.
0. **Submission:** Students must submit assessments by the specified deadlines. Late submissions will be subject to penalties unless prior approval is obtained. Extensions may be granted in exceptional circumstances, such as illness or personal emergencies, following the submission of appropriate evidence.

- 0. **Marking and Feedback:** Assessments will be marked against specified assessment criteria. Constructive feedback will be provided to students in a timely manner to support their learning and development. Feedback will be clear, specific, and focused on areas for improvement.
- 0. **Internal Verification:** Internal verification procedures will be implemented to ensure the reliability and validity of assessment outcomes. Internal verifiers will sample a selection of assessments to review marking and feedback and ensure consistency across assessors.
- 0. **External Moderation:** External moderation by awarding bodies will be facilitated as per their requirements to validate assessment decisions and maintain standards. External moderators appointed by awarding bodies may review assessment samples and provide feedback to the Centre Manager.
- 0. **Record Keeping:** Comprehensive records of assessments, marking, and feedback will be maintained in accordance with the record-keeping requirements of awarding bodies. Records will be securely stored and accessible only to authorised personnel.

## **8. Academic Integrity**

Nora Training Centre Ltd (KECC LTD) maintains a strict policy against plagiarism and other forms of academic misconduct, in adherence to the regulations of awarding bodies. All assessments must be the original work of the student, appropriately referenced as per academic conventions. Students found to have engaged in academic misconduct will be subject to disciplinary action in accordance with Nora Training Centre Ltd's (KECC LTD) Academic Integrity Policy.

## **9. Appeals and Complaints**

- 1. **Appeals:** Students have the right to appeal assessment decisions in accordance with the appeals procedure of relevant awarding bodies, as outlined in their respective handbooks. Appeals must be submitted in writing to the Centre Manager within the specified timeframe, accompanied by supporting evidence where applicable. The Centre Manager will review the appeal and respond within a reasonable period, informing the student of the outcome and any actions taken.
- 0. **Complaints:** Complaints relating to assessment should be addressed in line with the complaints procedure of relevant awarding bodies, with grievances escalated as necessary. Students who wish to lodge a complaint about assessment practises should follow the complaints procedure outlined in the awarding bodies' handbooks, providing details of the issue and any supporting

evidence. Complaints will be investigated promptly and impartially, and students will be informed of the outcome and any actions taken to resolve the matter.

## **10. Special Considerations and Reasonable Adjustments**

Nora Training Centre Ltd (KECC LTD) is committed to providing reasonable adjustments and special considerations to students in accordance with the policies of relevant awarding bodies. Requests for such accommodations will be reviewed and implemented in consultation with the awarding body. Students requiring special considerations or reasonable adjustments must submit a formal request, along with supporting documentation, to the Centre Manager. The Centre Manager will assess the request and, where appropriate, implement the necessary adjustments to ensure equal opportunities for all students.

## **11. Continuous Improvement**

Continuous improvement of assessment practises will be pursued through regular review and evaluation, incorporating feedback from students, tutors, internal verifiers, and external moderators. Adjustments to assessment strategies and procedures will be made as required to enhance effectiveness and compliance with standards of awarding bodies. The Centre Manager will lead the review process, conducting periodic evaluations of assessment practises and identifying areas for improvement. Feedback gathered from stakeholders will be used to inform decision-making and drive continuous enhancement of assessment processes.

## **12. Data Protection and Confidentiality**

All assessment-related data will be handled in accordance with relevant data protection legislation and data protection policies of awarding bodies. Any personal or sensitive information collected during the assessment process will be securely stored and accessed only by authorised personnel. Confidentiality will be maintained at all times to ensure the privacy and security of student information.

## **13. Health and Safety**

Assessment activities will be conducted in compliance with health and safety regulations to ensure the well-being of students and staff. Any hazards or risks associated with assessment tasks will be identified and addressed to minimise the potential for accidents or injuries. Students will be provided with clear instructions on safety procedures and precautions to follow during practical assessments.

## **14. Contact Information**

For any Enquiries or clarification regarding this Assessment Policy or the Level 3 Diploma in Health and Social Care course, please feel free to contact us:

Nora Training Centre Ltd (KECC LTD)

9c 55 Bath Street, Walsall, WS13BZ

**Contact Number:** +44 3330116121

**Email:** [contact@noratraining.co.uk](mailto:contact@noratraining.co.uk)

**Contact Person:** Mr. I Khan

Our dedicated staff members are available to assist you during our office hours.

## **15. Monitoring and Review**

This Assessment Policy will undergo regular monitoring and review to ensure its effectiveness and alignment with the requirements and regulations of awarding bodies. The monitoring and review process will be as follows:

**15.1 Frequency:** The policy will be reviewed annually by the Centre Manager to assess its relevance, accuracy, and compliance with standards of awarding bodies.

**15.2 Responsible Personnel:** The Centre Manager, in collaboration with relevant stakeholders, will be responsible for conducting the review process.

**15.3 Update Process:** Any necessary updates or revisions identified during the review will be documented by the Centre Manager. These changes will be communicated promptly to all stakeholders, including students, tutors, assessors, and internal verifiers. Staff members will be provided with training and support to implement the revised procedures effectively.

The purpose of this monitoring and review process is to ensure that the Assessment Policy remains current and reflective of best practises in assessment and education. Feedback from stakeholders will be sought and considered during the review to drive continuous improvement and enhance the quality of assessment practises at Nora Training Centre Ltd.