

# Centre Vocational Assessment Policy

## Maxcebo® Wellbeing Academy Ltd

### 1. Issue and review

The date of issue of this policy is 15<sup>th</sup> November 2020. This policy will be reviewed annually.

### 2. The Scope of this Policy

This document lays out the assessment policy of Maxcebo® Wellbeing Academy Ltd for all RSL Vocational Qualifications. This document is designed to be used in conjunction with RSL guidance (specifications, syllabus documents, RSL How to Guides and Centre Handbook) which is available to all assessors via Company Sharepoint as well as the [*Assessor Handbook if applicable*].

### 3. Assessment Policy

#### Internal Assessment

##### Assignment Briefs

All learners will work on assignment briefs for internally assessed units and present their evidence using email or file submission via company portal. If the learner is uncomfortable with this method then submission via printed documents through postal submission will be accepted. All assignment briefs will be created by the assessor delivering the programme. 100% of these will be internally verified prior to issue. All assessors will submit assignment briefs to the academy IV 3 months prior to the assessment being set. Assignment briefs will include:

1. Qualification title, unit number and name
2. The name of the centre and the tutor
3. The date set and the deadline for submission
4. The tasks – laid out in accessible way for learners
5. The assessment criteria alongside each task
6. Links to related resources (if appropriate)
7. Grading criteria
8. Submission checklist
9. How work is to be submitted

## **Internal Assessment Practice**

***All internal assessment will be conducted as assessment not as part of teaching and learning:***

- Learners complete their work within direct sight of the tutor(s) throughout the assessment.
- Learners may complete their work collaboratively but they have to indicate their own contribution and that contribution MUST meet ALL assessment criteria in the specification.
- All work submitted must be attributable to the learner.
- The centre must ensure that learners have access to materials and resources as required.
- Feedback can be provided to the learner during completion of internal assignments but must not constitute coaching or teaching in order to ensure that the work can be authenticated.
- The assessment must be undertaken in the allocated time on the assignment brief.

## **Resubmissions**

Maxcebo® Wellbeing Academy Ltd] has the following policy on resubmissions:

- Learners will be allowed one re-sit for internal assessments only.
- Learners can apply for special considerations should there be sufficient reason. In this instance the Maxcebo® Wellbeing Academy Ltd Special Consideration Policy will apply.
- Resubmissions are uncapped if submitted by the required deadline.
- Late resubmission is capped at a Pass.

## **Assessment of Learner Work**

All learner work will be assessed for:

### **1. Authenticity**

Learners will:

- Introduce themselves on video evidence presented.
- Every learner will be clearly seen and heard on all video evidence.
- All written work will be labelled with learner name, centre name, date of submission, task and unit title on EVERY page.

### **Plagiarism**

Maxcebo® Wellbeing Academy Ltd will investigate all cases of plagiarism identified through assessment. Assessors are required to ensure that all learner work is authentic and they must

reference any research that they have undertaken in their final submission using an acceptable referencing system (e.g. Harvard). When working in collaboration, all work must be directly attributable to the individual learner. Please see Maxcebo® Wellbeing Academy Ltd Plagiarism Policy for more details.

## **2. Assessment Criteria**

All learner work will be assessed initially against the assessment criteria. If the learner has met all of the assessment criteria, work will then be graded accordingly using the grading criteria. If they have not met the assessment criteria, a grade of unclassified will be given.

## **3. Grading Criteria**

All learner work meeting all of the assessment criteria will be graded as Pass or above. All grading decisions will be clearly auditable and will justify the grading decision made.

## **4. The Audit Trail**

All assessment, both formative and summative, as well as grading decisions of Unclassified/Pass/Merit/Distinction will have a sufficient audit trail which will include:

- Learner name and details set out in the relevant assignment brief
- Date of assessment
- Type of assessment (formative or summative)
- Written feedback on the evidence seen:
  - against the assessment criteria
  - using the grading descriptors
  - motivational and developmental
  - precise and easy to follow
- Grade given for the work
- Details of any resubmission required and the relevant deadline
- Evidence of internal verification and 'sign off'

All assessors will use email for their feedback and assessment decisions.

## **5. Timing of Assessment**

All evidence will be assessed within three weeks of receipt and feedback will be provided to the learners.

It is the supervisor's responsibility to ensure that all learner work is graded appropriately and that the audit trail is available upon request to:

- Quality assurance staff
- Internal verifiers
- The Awarding Organisation

## **External Assessment**

For the purpose of running external assessment, a responsible, named member of staff Creative Director will supervise the controlled period of assessment and validate all the evidence submitted to RSL via rslawards.com.

### **Levels of Control for RSL External Assessment**

***During the preparation time:*** This will be conducted under non-supervised conditions:

- There will be sufficient evidence to ensure that the work can ultimately be authenticated as the learner's own.
- Use of resources including the internet is permitted and should be referenced.
- Interaction with other learners is permitted but the work must be authenticated as the learner's own.
- Time is restricted to the allocated period stated in the Controlled Assignment.
- Teaching staff may provide direction and general advice as required.

***During the controlled assessment:*** This will be conducted under supervised conditions.

- Learners complete their work within direct sight of the supervisor(s) throughout the assessment.
- Learners have a limited amount of time as specified in the Controlled Assignment Brief.
- Learners complete their work independently. There is interaction with other learners only for the purposes indicated in the assignment. All work submitted must be attributable to the individual learner.
- No access to email, the internet or mobile phones unless expressly stated by the Controlled Assignment Brief.
- Learners will have access to materials and resources as defined in the Controlled Assignment Brief. Any other materials which may provide assistance are removed or covered.
- No feedback can be provided to the learner throughout the controlled assessment period.

All learner work will be uploaded by the deadline given by RSL by Exams Officer