



Access to Fair Assessment Policy

React First Ltd

Last revision: 9th March 2018

Next revision: 9th March 2020

Access to Fair Assessment Policy

1. Introduction:

1.1 All trainers and assessors of first aid qualifications are required to apply the React First Ltd policy P3 Access to Fair Assessment.

1.2 This React First policy is designed to assist trainers and assessors to:

- a) Ensure fair access and equality of opportunity whilst preserving the integrity of the qualification.
- b) Ensure there are no obstacles to candidates when demonstrating achievement.
- c) Provide on-going support to candidates, including those with particular requirements and those requiring special considerations.
- d) Take into account current legislation with regards to the equality of opportunity.

2. Access to Fair Assessments:

2.1 React First trainers and assessors will:

- a) Be aware of and abide by the awarding body ITC fair assessment and special considerations policies as documented in ITC policy document P8 Equality, Diversity and Assessment policy [2016 v1], Section 4 – Assessment Practice Statement. A copy of this ITC policy is available for download from the ITC Website at: <http://www.itcfirst.org.uk/policies/policies/1.htm>
- b) Create assessment activities with regard to the equality and diversity of learners, ensuring that assessment activities are flexible to meet the needs of all candidates without creating undue advantage.
- c) Use plain language free of jargon and appropriate pace relevant to the candidates.
- d) Be able to request pre-notification of any candidate's special considerations so appropriate training and assessments can be planned.
- e) Complete the C4 Access to Training and Assessment Form (for special needs in advance of the course) **before** of the course and send it to ITC. This form can be downloaded from the ITC public website at <http://www.itcfirst.org.uk/policies/procedures--forms/2.htm>. This form must reach ITC a minimum of **5 working days** before the course start date.
- f) Complete a C7 Special Considerations Form, regarding unforeseen circumstances during the course where special considerations were made. This form can be downloaded from the ITC public website at <http://www.itcfirst.org.uk/policies/procedures--forms/2.htm>. Provide both the React First Centre Manager and the ITC Awards Manager a copy of this form.
- g) Note any special considerations and adjustment to assessment methods made during a course on the 'End of Course Details' form if a C7 form is not available for any reason.
- h) Ensure reasonable adjustments to assessments are made without any undue advantage gained by the candidate and hindrance to others.
- i) Clearly explain the assessment criteria and assessment method to all candidates.
- j) Maintain regular dialogue with the candidates as to how they are progressing throughout their assessments.

3. Internally Quality Assurance of Assessment Decisions:

3.1 Centre monitoring of Assessor activity throughout the delivery of first aid qualification will:

- a) Ensure the assessment approach for the qualification is appropriate, fair and reliable without any undue advantage
- b) Verify that the assessments meet the requirements of the awarding body and regulators.
- c) Ensure that records of assessment and any adjustments are clearly detailed to support the assessment decisions.
- d) Ensure the assessment decisions are fair and free from bias.
- e) Ensure all documentation necessary for the awarding of qualifications is forwarded to the Awarding Organisation.

- 3.2 React First Centre Internal Quality Assurance Procedures will:
- a) Regularly review the assessment evidence ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award. Any comments to be forwarded to ITC External Quality Assurers.
 - b) Ensure that it uses trainers and assessors that are internally quality assured as per React First Internal Quality Assurance processes.
 - c) Support ITC in its External Quality Assurance activities by always confirming course venue and assessor as far in advance as is reasonably possible allowing ITC to externally quality assure assessors on React First courses.
 - d) Use the outcomes of any internal quality assurance reviews to enhance future assessment practices.

4. Candidate Induction

- 4.1 Course candidates will receive from React First:
- a) Pre-course information that provides sufficient information for candidates to make a judgement as to the suitability of the course of instruction and / or qualification to be undertaken.
 - b) An induction at the beginning of each course detailing the outline of the course including the assessment criteria and assessment method.
 - c) Access to the complaints and appeals procedure of React First in case they feel they have a grievance of any nature either during or after the course.
 - d) Individual attention and regular feedback, including continuous assessment results that are available to be viewed during the training activity.
 - e) Knowledge that the assessment Pass/Fail is ultimately the responsibility of the awarding body, however candidates may receive an indication from the assessor at the time of the activity based on the evidence that the assessor will submit to the Awarding Organisation.
 - f) A fair, unbiased and appropriate opportunity to achieve.

5. Candidate Appeal against Assessment Decisions

5.1 Upon registration all candidates are protected by the published React First Appeals Policy and may appeal (within published time deadlines – 3 weeks) against assessment decisions to:

- a) React First Centre Manager, Jennifer Pugh

5.2 If the issue is unresolved by the React First Centre procedures then if the candidate requests to escalate the appeal, all available evidence maybe forwarded to ITC who will investigate the appeal according to ITC the published Appeals Policy.

All dialogue will be with ITC Awards Manager who will activate ITC Appeals Committee procedures. NB: ITC make a charge of £75+vat initially [to discourage frivolous appeals] that will be returned to the candidate if the appeal against the assessment is upheld.

5.3 React First will make candidates aware that if they are not satisfied with the conclusions of React First and ITC, they may contact the Regulators of Qualifications in England (Ofqual), Wales (QW) or Scotland (SQA Accreditation): <http://www.ofqual.gov.uk/> , www.qualificationswales.org , <http://www.sqa.org.uk/>

ITC will comply with the requirements of any Appeals and Complaints process established by the external regulators (Ofqual, QW & SQA).

6. Appeals Monitoring

6.1 React First will maintain an Appeals register that will be reviewed annually.

6.2 React First will review this policy every two years as part of IQA procedures.