

NYY Training Policy and Procedure:

Access to Fair Assessment Statement.

NYY strives to ensure that all learners have fair and equal access to accreditation.

We will do this in the following ways:

- Ensure that appropriate information, advice and guidance is given to the learner.
- Ensure that the level of the unit is appropriate for the learner.
- Ensure that learners receive a copy of the unit criteria in their workbook.
- Ensure that learners understand and are aware of the evidence required to meet the assessment criteria.
- Inform learners of the timescale available to complete their work or unit.
- Apply the reasonable adjustments and special consideration process, using the Certa Access to Fair Assessment Policy and Procedure where necessary and ensure that it is promoted and used appropriately with learners.
- Ensure that assessors adhere to the assessment criteria stated in the unit descriptors.
- Provide learners with formative assessment giving constructive feedback on their progress and indicating how improvements can be made.
- Ensure that feedback to learners is appropriate to their learning needs (for example, verbal or written feedback) and is documented.
- Provide learners with opportunities to act on feedback from formative assessment and to make changes or additions to their work.
- Carry out summative assessment (the process of making judgements about the evidence presented to meet the assessment criteria and a judgement about the learner's achievement).
- Carry out internal verification and standardisation according to NYY and Certa procedures.

Reference made to:

Certa Access to Fair Assessment Policy and Procedure – In NYY Training Policy File.

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