**ST COLM’S HIGH SCHOOL ASSESSMENT POLICY**

**ACCESS TO FAIR ASSESSMENT**

Every student taking a course at St Colm’s High School will be assessed fairly. That means that:

1. Assessment will be on what the student knows, what they understand, and what they are able to do.
2. For any particular course, every student will be assessed using the same overall set of exercises and criteria.
3. Assessments will be standardised across different tutors and classes to ensure that all students have been judged against the same standards.

**ASSESSMENT & GRADING**

The assessment and grading guidelines are specified by the examining body.

The assessment and grading of a learner’s work must be based upon evidence that shows the achievement of the assessment and grading criteria of each unit of work.

The assessment and grading criteria must not be modified or added to by the assessor.

**INTERNAL VERIFICATION**

Assignments are designed and assessed by the teacher of that unit. Internal verification of assignment briefs will be carried out within the department and staff with responsibility for this, are outlined in the Roles & Responsibilities section of the handbook. Assignment briefs must be IV’d before being distributed to learners

There is also internal standardisation within the subject department.

A minimum of 4 learners per cohort and all assessors must be sampled during the course and for each of the units delivered.

The Programme Leader must create an assessment plan for the duration of the course, outlining formative internal verification to ensure the process is not end-loaded.

**For courses which have accreditation:**

The Internal Verifier/Programme Leaders/Subject Co-ordinator will sample pieces of work to ensure the assignments are graded according to the guidelines given.

The Examinations Officer will also sample work to ensure the results recorded for internally assessed and moderated work matches the results given for the assignment.

**INTERNAL ASSESSMENT ARRANGEMENTS FROM 2014**

* Once learners are ready to take on assessment, they must work independently
* Feedback can only be given to support knowledge, understanding and skills
* Assessors must supervise learners undertaking assignment work in class
* Before the learner submits their evidence for assessment, assessor feedback must stop short of
1. Providing specific feedback on how evidence meets assessment criteria
2. Confirming achievement of specific assessment criteria or grades.
3. Providing specific feedback on how evidence meets assessment criteria
4. Confirming achievement of specific assessment criteria or grades.

**Submission of Evidence**

* Each learner is allowed one submission of their evidence for each assessment
* Assessor must formally record the assessment result and confirm achievement against specific assessment criteria
* Confirm that evidence submitted is authentic and learner’s own work by signing and dating the declaration form
* Assessor must confirm the assessment criteria the learner has and has not achieved, explaining reasons for the decision
* Feedback must stop short of providing guidance on how to improve the evidence to achieve a higher grade

**Resubmission of Evidence**

* The Lead IV may authorise one opportunity for the learner to resubmit when the following conditions have been met:
1. Learner has met all initial deadlines
2. Learner can provide improved evidence without guidance
3. Assessor has confirmed authenticity of original evidence
* Resubmission deadline must be no more than 10 days from the original assessment decision
* Assessor must not provide any further guidance or coaching to improve the grade
* SV will need to see evidence of resubmission decision and evidence of authenticity (signed & dated declaration)

 **Retakes**

* A retake is available to learners studying QCFs only
* A retake can only be authorised if the learner has met all the conditions for resubmission of evidence and the Lead IV believes it is appropriate and fair to do so
* A new task must be set targeted only at the pass criteria not achieved in the original assignment. Merit or distinction grades cannot be retaken.