

## **Statements and policies on LASER Accredited course procedures**

### **Access to Fair Assessment Statement**

The Trust will ensure that all LASER and locally accredited courses and units are designed and assessed in a way that gives all candidates the fairest possible opportunities to show their attainment.

Learning needs will be identified and addressed where necessary to ensure that information is accessible and tasks appropriate.

Tuition will be to a high standard and will be internally assessed.

Assessment tasks will be relevant, clearly defined and supported by tutors.

Assessment by tutors and internal quality assurers will be transparent and respect equality and diversity.

Candidates will be kept informed in a timely manner of progress after submission of evidence, including validation and results.

All accredited courses, assessment and verification will comply with NOCN guidelines and procedures.

### **Enquiries, Appeals and complaints**

These will be recorded and handled according to LASER guidelines and are specified on a separate document. Details of this are made available to every student registering on a course.

### **Malpractice**

Malpractice is deemed to be those actions and practices, which threaten the integrity of assessment and certification. The term 'malpractice' is intended to encompass other similar terms such as 'non-compliance', 'misadministration' and 'professional misconduct'.

The Centre Officer responsible for the qualification and/or units of the qualification will supervise all investigations resulting from an allegation of malpractice.

If malpractice is discovered by the Centre, full details of the case will be submitted at the earliest opportunity to the Chief Executive of LASER.

**The groups which need to be included**

In the context of externally accredited provision the policy will need to make reference to the following groups:

- Learners.
- Tutor/Assessors.
- Internal Quality Assurers
- Awarding body personnel.

**The principles**

The policy will need to make reference to the following types of NOCN provision where applicable:

- NOCN nationally accredited Qualifications.
- NOCN nationally accredited Qualifications with External Assessment.
- Internally devised assessment.
- Locally accredited courses and Units.

In designing an assessment strategy and/or individual assessment tasks the following principles will need to be included:

- Reliability.
- Validity.
- Fitness for purpose.
- Transparency.
- Recognises and respects equality and diversity.