



## Rightmove Training & Development Centre – Assessment Policy

### 1. Introduction

Rightmove aims to provide a system of assessment which is fair, unbiased and accessible to all learners and which allows the monitoring of quality to take place. Assessment methodology must produce valid, consistent, accurate and reliable results and assessment procedures must be open to inspection and verification at all times by both internal and external bodies.

### 2. Policy Standards

2.1 Learners will be provided with internally set assessment opportunities that are fit for purpose and that enable them to produce appropriate evidence for assessment.

2.2 Learners' evidence will be assessed using only published assessment and grading criteria.

2.3 Systems are in place to ensure that assessment decisions are impartial, accurate, valid and reliable.

2.4 The assessment and provision of access arrangements support fair access to assessment for those with additional learning needs.

2.5 Internal quality assurance processes ensure that the standards and outcomes of assessment are consistent between different assessors.

2.6 Learners are adequately prepared for all forms of external assessment to maximise their success.

2.7 The roles of assessor and internal quality assurer/ IQA are clearly defined.

2.8 The assessment system is easily interpreted and understood by learners and assessors.

2.9 A system of accurate recording and feedback allows learners and assessors to monitor progress.

2.10 Internal quality assurance processes are in place to ensure that standards of assessment are consistent across the programme.

2.11 Systems and processes are in place to ensure compliance with the assessment regulations and procedures of the Awarding Organisations.

2.12 Mechanisms exist to support the dissemination of good assessment practice across the organisation.

2.13 Clear procedures exist for investigating cases of suspected malpractice linked to assessments.

2.14 A standard approach to the recognition of prior learning and experience (RPL) is applied across all programme areas.

### **3. Responsibilities**

- 3.1 The Head of Education is responsible for ensuring the organisation complies with Awarding Organisation requirements in relation to assessment as part of qualification approval processes.
- 3.2 Assessors are responsible for the standard and quality of assessment within their areas and for the implementation of assessment procedures.
- 3.3 Internal Quality Assurer(s) are responsible for ensuring assessment judgements are fair, valid, reliable and robust and for working with assessors to standardise and enhance their practice.
- 3.4 Assessor(s) are responsible for designing and administering assessments that are fit for purpose and that generate appropriate evidence. They are also responsible for the correct application of assessment and grading criteria in making assessment judgements and the provision of constructive feedback to learners in relation to their performance in assessment activity.

### **4. Contact**

For further help or assistance with this Policy, please contact:

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