



EQUAL OPPORTUNITY & FAIR ACCESS TO ASSESSMENT

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Title	Equal Opportunity & Fair Access to Assessment			Ref. No	
Approved by	R Ingram	Date	14/12/2023	Issue	1

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Summary of Changes

Ser	Issue	Date	Summary of changes
1	1	14/12/23	Initial policy development
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1. Introduction

This provides the organisation and its candidates, instructors, associate tutors and teacher/examiners with the policy and guidance on Fair Access to Assessment matters.

It is MKC Training policy that all candidates have an Equal Opportunity to demonstrate attainment and to provide candidates with disabilities and learning difficulties the same access to assessment as other candidates.

2. Responsibilities

The Head of Teaching & Quality Improvement, supported by the Vocational Qualifications Manager, Learning Support Coordinator and Internal Quality Assurance (IQA) staff are responsible for the implementation of the Fair Access to Assessment Policy.

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It is the responsibility of the Programme Leaders to analyse learner achievement data, identifying and monitoring trends between different groups of learners (recorded in the SAR).

MKC Training employees

Trainers, Assessors, IQA, Quality Assurance Co-ordinators and Centre Administrators all have responsibilities as employees to ensure that the Fair Assessment Policy is properly implemented. We must all critically examine our attitudes to people to ensure that unfair discrimination does not affect our judgement of people against Occupational Standards. Staff should ensure that they treat colleagues and candidates in a way that does not give rise to allegations of harassment. Staff should treat colleagues and candidates fairly regardless of background.

Learning Support Coordinator

Where learners are identified with potential Specific Learning Difference (SpLD), or where there is evidence of a history of SpLD, the Learning Support Coordinator will arrange for assessments of need in line with Awarding Organisation and JCQ requirements (see Reasonable Adjustments and Special Considerations Policy).

Candidates

MKC Training ensures that an explanation access to fair assessment forms part of a candidate's induction process. Candidates confirm their understanding in writing on F07 – Trainee induction briefing sheet.

3. Fair access to assessment process

The MKC Training IQA Policy and Process includes further guidance for IQAs and Assessors.

Categories of need – a variation in assessment arrangements may be needed for:

- Physical disability
- Visual impairment
- Hearing impairment
- Specific learning difficulty
- Temporary disability or indisposition

MKC Training will keep a log and evidence of need of all candidates Particular Assessment Requirements that have been agreed by the Awarding Organisation so that consistent support can be provided to candidates. This is coordinated by the Teaching & Quality Improvement Division (TQI).

Reference is made to AO guidance and Scheme Handbooks to establish what arrangements are permitted and how application to Awarding Organisations should be made, including time frames.

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If delivery teams / IQAs require advice on how to provide access to assessment on any of the above s/he will liaise in the first instance with TQI who will liaise with the Awarding Organisation to agree any specific arrangements to meet the candidates needs.

Further information is available:

IQA1 – IQA Policy and Process

MKC Training Reasonable Adjustments and Special Considerations Policy

Disability Discrimination Act 1995

Equality Act 2010

JCQ - [Access Arrangements, Reasonable Adjustments and Special Consideration - JCQ Joint Council for Qualifications](#)

Awarding Organisation specific requirements