



Bespoke Professional Development and Training Limited

## Assessment Policy

Updated: June 2021

Next renew due: June 2022

Version Number	Last Amended	Amended By-
v1	July 2019	Tracey Carter
v2	July 2020	Tracey Carter
v3	June 2021	Tracey Carter

## Background

The aim of BePro's assessment policy is to ensure that all submissions for accreditation receive appropriate assessment and are treated equally. By ensuring that all submissions are assessed thoroughly and consistently against the criteria required for accreditation, contributes to safeguarding the reputation of BePro and its awarding bodies.

## Scope

BePro offers several learning methods to achieve accreditation:

- Taught classes
- Distance learning, including online learning
- Blended learning

This document covers assessment for any of the above methods, for accreditation from any awarding body. Recognition of prior learning will be taken into consideration as set out in the BePro Recognition of Prior Learning Policy.

## Submission assessment

3.1 Submissions are assessed against the agreed criteria using the information provided by the awarding body.

3.2 As well as assessing for completeness, the information is cross referenced to verify the detail submitted.

3.3 Depending upon the type of assessment, sampling will be undertaken to further verify the assessment. Both internal verification and external verification will take place across a sample of assessments to verify quality and fairness.

3.4 BePro will ensure that assessments are undertaken to ensure that submissions are turned around within publicised timescales. Current timescales are to provide feedback and/or a result within 2 weeks of the submission deadline, or within 2 weeks of submission for work submitted after the published deadline.

3.5 Where a submission is incomplete, or further information or clarification is required, precise feedback will be given to allow the learner the opportunity to respond for further assessment and completion of their submission. This may delay the timescales slightly.

## Assessors

4.1 External assessors are appointed based on their skills and experience across a broad range of backgrounds from the private, public and not for profit sectors.

4.2 Prior to undertaking assessments, assessors are trained in the appropriate processes and procedures in order to assess submissions objectively and consistently against the criteria.

4.3 Assessors are fully qualified. They undertake assessments in accordance with documented processes and procedures and are accountable for their decisions and observations.

4.4 Assessors are bound by BePro's policies, including the Data Protection Policy.

4.5 BePro will identify the necessary resources needed to provide the assessments being undertaken.

## **Responsibilities**

5.1 BePro will provide guidance to learners to ensure the correct documentation is submitted. It is also responsible for the appointment of assessors and ensuring assessments are undertaken thoroughly, equally and consistently.

5.2 Learners should ensure that the guidance issued by BePro is followed to minimise any delay of the assessment or risk of rejection of the submission

5.3 Assessors will follow and apply standardised procedures to assess submissions.

## **Quality**

6.1 All processes and procedures for the assessment of submissions are documented, and subject to ongoing review.

6.2 The performance of assessors will be monitored by various methods e.g. sampling and external verification.

6.3 The recruitment of assessors will be reviewed in line with performance.

6.4 BePro will always ensure that there are sufficient trained assessors to deal with the workload of assessment

## **Identifying Learners' Needs**

7.1 BePro has a responsibility to ensure it has effective internal procedures for identifying learner's needs and that these procedures comply with the requirements of Disability and Equal Opportunity legislation.

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## Appeals

8.1 Where an assessment results in accreditation being declined, or initially refused, BePro will provide a clear explanation and will work with the learner to review their submission.

8.2 BePro will clearly follow the rules and requirements of the relevant awarding body.

8.3 A learner may seek clarity from BePro in instances where they do not agree with the assessment feedback and, wherever possible, BePro will aim to provide the requested clarification. Refer to the BePro Complaints and Appeals Procedure for further information.

8.4 The assessment decision of BePro is final.

8.5 See also the BePro Complaints and Appeals Policy. Apprentices wishing to appeal their end point assessment (EPA) decision should follow the BePro EPA Appeals Policy.

## Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated June 2021 and is due for review May 2022

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.



Georgina Selmi  
CEO



Tracey Carter  
Head of Quality and Compliance