

## LEIA EDUCATIONAL TRUST

### DISTANCE LEARNING COURSE ASSESSMENT POLICY<sup>1</sup>

The aim of this policy is to communicate the commitment of the LEIA Educational Trust through the Education and Training Committee of the Lift and Escalator Industry Association (LEIA) and staff members to the assessment of learning in all training opportunities given by the Committee.

It is our policy to promote effective management of all LEIA Educational Trust training opportunities and actively encourage and promote good practice across all training opportunities in order to support Candidates and employers in the lift and escalator industry in obtaining appropriate qualifications for their needs. This document details the policy to ensure that assessment criteria are maintained.

#### **Criteria**

*To ensure that assessment is valid, reliable and does not advantage nor disadvantage any group of candidates or individuals.*

*To ensure that the assessment procedure is open, fair and free from bias, and meets the Edexcel standard.*

*To ensure that there is accurate and detailed recording of assessment decisions*

In order to do this, the centre will, under the supervision of the LEIA Safety and Training Manager, our Quality Nominee:

- Ensure that candidates are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment.
- Assess candidate's evidence using only the published assessment and grading criteria.
- Ensure that assessment decisions are impartial, valid and reliable.
- Develop assessment procedures that will minimise the opportunity for abuse of the system.
- Maintain accurate and detailed records of assessment decisions.
- Maintain a robust and rigorous internal verification procedure.
- Provide samples for Standards Verification as required by Edexcel.
- Monitor Standards Verification reports and undertake any remedial action required.
- Share good assessment practice between all programme teams.
- Ensure that assessment methodology and the role of the assessor are understood by all staff.
- Provide resources to ensure that assessment can be performed accurately and appropriately.

This policy will be reviewed every twelve months by the LEIA Education and Training Committee.

<sup>1</sup> This Policy document is based upon the exemplar policy in 'Guide to Vocational Centre Qualification Approval Form' published by EdExcel ([EdExcel website](#))

This policy is fully supported by the LEIA Education and Training Committee and was adopted on the date given below.

Signed

Date

Chair of the LEIA Education and Training Committee

Review Date