

## **Crystal&Co Access to Fair Assessment Policy**

### **Statement on Assessment**

Crystal & Co is committed to providing access to fair assessments through effective systems and procedures. These ensure that all learners can achieve their full potential while enabling valid, reliable, and consistent judgments to be made about their achievement of learning outcomes against defined assessment criteria.

Our assessment policy is based on the principles of equality, diversity, transparency, and consistency. We continually strive to improve these systems to meet the individual needs of learners while maintaining the integrity of the assessment process.

### **Access**

All learners, candidates, and delegates are informed of this policy during inductions, initial assessments, and via our website. It is available for open access and displayed in our offices and online. Assessors, trainers, staff, and partners are fully briefed on the policy during relevant meetings.

This policy is reviewed annually and may be revised based on feedback from learners, staff, awarding bodies, and other relevant organisations.

### **Policy Statement**

At Crystal & Co, every learner will be assessed fairly. This means assessment will test their knowledge, understanding, and skills using a consistent set of criteria, aligned with the standards set by our awarding organisations.

Our policy ensures that all assessments are reliable, valid, fit for purpose, and transparent. We respect equality and diversity and use a variety of assessment strategies tailored to the needs of our learners. Learners can expect appropriate and regular assessment opportunities throughout the year, with clear communication of learning outcomes, performance criteria, and other significant elements of assessment. Assessors will provide constructive feedback and action plans to help learners improve.

### **What Learners Can Expect from Us**

Crystal & Co ensures that:

- All assessments are fair and conducted in accordance with awarding body requirements.
- Portfolio-based work is assessed fairly against qualification standards by trained assessors.
- Internal assessments comply with awarding body instructions.
- External exams and tests meet the awarding body's standards.

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Crystal&Co/016	Crystal&Co Access to Fair Assessment Policy	02/09/2024	1.0	02/09/2025

Additionally, learners can expect:

- Full induction with clear information on the assessment process.
- Continuous support and feedback during assessments.
- Timely processing of completed assessments.
- Recognition of equivalent and exemptions, where applicable, with the relevant awarding body.
- Unit certification, where full qualifications are inaccessible, subject to awarding body approval.

### **Cheating and Plagiarism**

Learners are expected to submit their own work to receive a fair assessment. Instances of cheating or plagiarism will be reported to the relevant awarding organisation. This includes:

- Copying or sharing answers during assessments unless permitted as part of a group project.
- Using unauthorised aids during tests or examinations.
- Copying another learner’s work or submitting false evidence.

All allegations of cheating and plagiarism will result in a thorough investigation, in line with company procedures and awarding organisation guidelines. Learners who feel wrongly accused can follow the Crystal & Co Appeals and Complaints Procedure.

### **Approval**

The undersigned certifies that this policy has been reviewed and approved for implementation within Crystal&Co.

**Managing Director**

**Signature:** .....*Ramona Marcu*.....

**Name:** Ramona Marcu

**Date:** 02/09/2024

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