

Access to Fair Assessment Policy

This document outlines Return to Learning Ltd policy on access to fair assessment. The policy highlights that as far as is reasonably practicable, all course materials and assessments are fully accessible to all learners by ensuring reliability, validity and transparency, as well as maintaining integrity by adhering to guidance legislation including but not exclusive to the Equality Act 2010 and General Data Protection Regulations 2018.

1. Course Delivery

- 1.1. All course materials will be available for all students from September 15th of the year in which they enrol.
- 1.2. All course materials will be produced with due regard for the equality and diversity of all learners.
- 1.3. All course materials will be available on the Learning Management System used by Return to Learning Ltd: Google Classrooms. Google Classrooms is free for all learners to access and is a secure portal with access via a learner's username and password.
- 1.4. Course materials will be provided in various learning styles which include but are not exclusive to; visual with pictures (presentations and video clips), visual without pictures (accompanying notes and additional reading), and audio (webinars and podcasts).
- 1.5. Learners are supported should they declare any additional learning support requirements and/or special educational needs prior to enrolment on the course with sufficient evidence if required. No declaration will compromise any learners' ability to enrol and will be used to ensure any reasonable adjustments have been considered.
- 1.6. Return to Learning Ltd will go as far as is reasonably practicable to make any adjustments to the learning materials. Such adjustments include but are not exclusive to changing the background colour of documents, changing font size, or providing a copy of written notes as a hard copy.
- 1.7. Return to Learning Ltd will support any learner who requires the support of another person, or team of people, for example, a scribe or a reader. However, if Return to Learning Ltd believe beyond reasonable doubt that the work submitted is not the learners' own, Return to Learning Ltd reserve the right to raise this formally with the learner and any additional support team they have.
- 1.8. If any learner finds themselves unable to complete any course provided by Return to Learning Ltd due to being unable to access the learning materials because of any special educational needs or additional learning support requirements, Return to Learning Ltd will require evidence of such and can, if requested, withdraw the learner with a full refund of course fees.

2. Assessment

All assessment activities will be written with due regard for the equality and diversity of all learners and will be ethical, fair and safe

2.1. Access to HE

- 2.1.1. Access to HE assessments include the submission of coursework and participation in non-timed, online questions which will include a variety of styles and themes to support a variety of learners' preferred ways of working.
- 2.1.2. All assessments will be written in close relation to the assessment criteria and grading descriptors to ensure all learners have clear awareness of what is expected of them.
- 2.1.3. All assessments will be issued within a fair time frame and to realistic targets. If any learner requests extensions to deadlines, all requests will be considered on a case by case basis and if reasonable, extensions will be granted.
- 2.1.4. All assessments will be submitted through Google Classrooms which is accessible through a learners secure account.

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2.1.4.1. Google Classrooms allows for assessments to be uploaded securely in line with GDPR to protect learner confidentiality

2.1.5. Formatting guidelines are given for every assignment, aligned with the expectations at Higher Education level. If any learner cannot meet the formatting requirements due to additional learning support requirements or special educational needs, learners can submit to amended formatting requirements to be agreed on a case by case basis with the individual learner. No changes to submission format as agreed under these terms will influence a learner's grade.

3. Staff

3.1. All staff will undergo training as part of their induction to ensure they follow guidelines for fair assessment. They also have been provided with a Staff Handbook that discusses assessment/supporting learners online and other related quality events in the Access year.

3.2. All staff will be required to submit assessments for internal verification before they are distributed to any learners.

3.3. All staff are required to maintain records from all assessments.

3.4. All staff are required to manage assessments via Google Classrooms to maintain integrity, data security and a record of all feedback.

3.5. All staff are required to attend standardisation events as scheduled throughout the academic year and will be required to demonstrate good practice in assessment strategies. Please see Internal Verification and Standardisation Policy for more information.

3.6. All staff will be offered CPD to support and maintain their assessing competencies.

Return To Learning Ltd will review the Access to Fair Assessment Policy as required with a minimum of review every 12 months. For discuss any points in further detail, please submit a request in writing to Samantha@returnlearningonline.com