

THE ORCHARD PROJECT



Assessment Policy

About us

The Orchard Project is a small but national charity, established in 2009, dedicated to creating a skilled community of orchardists to plant, care for and harvest fruit trees, connecting urban communities and increasing access to fruit. We work with people from all walks of life, with a specific focus on people living in poorer, inner city areas. We have already made a big impact in London and are being seen as the urban orchard experts. Each year we are engaging approximately 5,000 people in orchard related activities. In 2017 we started offering accredited training in partnership with Crossfields Institute.

Introduction

The Orchard Project's policy on assessment is to:

- ensure access and equality of opportunity whilst preserving the integrity of the programme/qualification;
- ensure there are no obstacles to demonstrating achievement;
- provide on-going support to candidates, including those with particular requirements; and
- take account of all current legislation with regards to equality of opportunity.

Good Practice and Fair Assessment

In order to create and maintain good practice and fair assessment The Orchard Project will ensure that there is review of the assessment strategy and process as part of the annual centre review and periodic programme/qualification review. In addition we will conform to Crossfield's Institute requirements, helping to ensure:

Tutor/Assessors

- Receive an induction into Crossfields Institute assessment methodology and quality assurance procedures;
- Create assessment activities that take account of the diversity of learners, making sure that evidence can be produced in varied ways;
- Guarantee the use of plain language in resources, assessment tasks and feedback;
- Make certain that the assessment plan enables evidence to be produced that allows learners to fulfil the assessment criteria;
- Keep records of all assessment activities for a minimum of 3 years;
- Advise learners in accordance with the qualification or programme specification, with particular reference to learning outcomes; and
- Devise and implement their assessment strategy so as to neither advantage or disadvantage any group of learners nor make unnecessary demands of learners.

Internal Quality Assurers (IQAs):

- Verify that the assessment strategy for a unit/module is appropriate, reliable and covers all assessors and programme activity;
- Verify that individual assessment tasks meet both the principles set out above and specific programme or qualification requirements;
- Ensure that the records of tutors are clear and up to date;
- Ensure that the feedback from tutors to learners is unambiguous and applicable to the assessment criteria;
- Ensure all assessment evidence is valid;
- Give written feedback to assessors on all aspects of the assessment process;
- Ensure that the IQA procedure is open, fair and free from bias;
- Ensure that there is accurate and detailed recording of IQA decisions;
- Ensure that all centre assessment methods are verified as fit for purpose;
- Quality assure an appropriately selected sample of assessor work from all programmes and qualifications, sites and teams, to ensure centre qualifications/programmes conform to national standards and external quality assurance requirements
- Plan an annual quality assurance schedule, linked to assessment plans; and
- Keep records of IQA activities for a minimum of 3 years.

The Education, Skills and Training Manager will:

- Define, maintain and support effective internal quality assurance roles;
- Ensure that identified staff will maintain secure records of all internal quality assurance activity;
- Brief and train staff on the requirements for current IQA procedures;
- Promote internal quality assurance as a developmental process between staff;
- Provide coherent, standardised IQA documentation; and
- Use the outcome of internal quality assurance processes to improve future assessment practice.

Learners

- Receive an induction into the assessment process and understand criterion referenced assessment;
- Are aware of the centre's Complaints and Appeals Policy;
- Receive an assessment plan;
- Are aware of any time restrictions that might affect the achievement of the qualification or completion of the programme;

- Receive informative feedback from all assessment activities within a realistic timescale relating to the achievement/non achievement of the assessment criteria; and
- Receive regular feedback to accompany their individual progression on the path towards achieving the overall programme or qualification.

Crossfields Institute

Crossfields Institute external quality assurers (EQAs) must be given access to all assessment documentation and evidence that supports the award of qualifications/programmes.

Internally Devised Assessment

All Crossfields Institute qualifications/programmes use centre devised assessment. Fair and non-discriminatory assessment of all learners must be demonstrated by the assessment strategy and plan, which will be checked and agreed by the EQA/Lead EQA.

At the design stage it is the responsibility of the IQA to verify that both the assessment strategy and the assessment tasks adhere to the following principles:

- i) Authenticity
- ii) Validity
- iii) Reliability and consistency
- iv) Currency
- v) Sufficiency
- vi) Fitness for purpose
- vii) Inclusiveness

External Quality Assurance

External quality assurance is carried out by a Crossfields Institute appointed External Quality Assurer (EQA). Sometimes it may be carried out by a Specialist External Quality Assurer (If a Pearson Assured programme or CACHE qualification). The EQA will scrutinise the evidence for all parts of a qualification or programme offered by the centre.

They will:

- Sample assessment and learner evidence of achievement;
- Ensure that rigorous processes are in place for the assessment, tracking and recording of individual learner achievements in accordance with Crossfields Institute requirements;
- Check that levels of attainment are consistent over time and with other similar qualifications;
- Sign off Recommendations for Award forms; and
- Complete an EQA Report for Crossfields Institute.

EQA Reports are made available to the centre and form an important source of evidence for the centre's own Quality Improvement Plan.

Contact us

If you have any queries about the contents of the policy, please contact our Education, Skills and Training Manager on 07714 745 408 or email her at jo@theorchardproject.org.uk.

Review Arrangements

The Orchard Project will review the policy and associated procedures bi-annually as part of our self-assessment arrangements. It will be revised as necessary in response to feedback from our learners, centres, affiliates and regulators.

Policy Last Reviewed: August 2021

Next revision date: August 2023

Reviewed by: Education Skills and Training Manager, Jo Homan