

Access to Fair Assessment Policy

Centre Name: 4 TEFL

Responsible Person: Ruswel James, Quality Assurance

Review Date: 30 September 2025

1. Purpose

The purpose of this policy is to ensure that all learners at 4 TEFL are provided with equal opportunity to demonstrate their knowledge, skills, and competence through fair, valid, and reliable assessment. This policy supports compliance with the Equality Act 2010, Ofqual regulations, and Focus Awards requirements.

2. Scope

This policy applies to all:

- Learners enrolled on 4 TEFL programmes.
- Assessors and IQAs responsible for conducting and verifying assessments.
- Online assessment activities delivered via CRM, Zoom, interactive tasks, and e-learning platforms.

3. Roles and Responsibilities within 4 TEFL

Quality Assurance (Ruswel James): ensures assessment practices are fair, consistent, and compliant with awarding body requirements.

- **Assessors:** responsible for applying assessment criteria accurately and without bias.
- **Internal Quality Assurers (IQAs):** sample assessments to ensure validity and fairness.
- **Administrative staff:** maintain accurate learner records in the CRM system.
- **Learners:** expected to engage with assessments honestly and provide authentic work.

4. Principles of Fair Assessment

4 TEFL ensures fair assessment by:

- Using clear and transparent assessment criteria aligned to qualification specifications.
- Providing all learners with equal access to assessment opportunities, regardless of protected characteristics.
- Ensuring assessment decisions are consistent across assessors through standardisation and IQA activities.
- Offering reasonable adjustments in line with the [Reasonable Adjustments and Special Considerations Policy](#)
- Maintaining secure storage of assessment evidence in the CRM system.

5. Procedure

- Assessors provide learners with clear guidance on assessment requirements.
- Learners submit assessments through the CRM system or during Zoom sessions with appropriate evidence.
- Assessors mark and provide feedback based on published criteria.
- IQAs sample decisions to confirm validity and consistency.
- Where issues of unfairness are identified, corrective actions are taken immediately.

6. Appeals and Complaints

Learners who believe their assessment has not been conducted fairly may:

- Submit a complaint under the Complaints Policy
- Submit an appeal against an assessment decision under the [Appeals Policy](#)

7. Monitoring and Review

- IQA and Quality Assurance activities monitor the fairness of assessment decisions.
- Learner feedback is reviewed to identify improvements.
- This policy is reviewed annually by the Quality Assurance and updated as required.

This policy has been approved & authorised by:

James Ruswel
Quality Assurance
30 September 2025

