

Assessment Policy

Policy Details	
Date Review	March 2025
Date of next review	March 2026

Assessment and Internal Verification

Assessment and Internal verification are major aspects of quality assurance that relates to day to day delivery and assessment of all qualifications through YBS. Assessment is an on-going process and is supplemented with Internal Verification that ensures that assessment decisions are consistently accurate and at the appropriate standard. The Internal Quality Assurer (IQA) is a key person in ensuring that when certification is claimed for a candidate, it reliably marks the achievement of National Standards. This is a policy which applies to all appropriate VTCT learning programmes that are offered through YBS.

Assessment Policy and Procedure

An assessment can be of a student's knowledge, understanding, abilities or skills. The school uses three types of assessment: initial or diagnostic, formative and summative.

1. Initial or Diagnostic assessment determines the preparedness of a student for achieving the learning outcomes of a course or unit.
2. Formative assessment measures a student's progress towards achieving the learning outcomes of a course or unit.
3. Summative assessment measures the degree to which a student has achieved the learning outcomes of a course or unit.
4. External assessment is a form of assessment in which question papers, assignments and tasks are specified by VTCT, then taken at the centre under specified conditions (including details of supervision and duration). Marking and external moderation judgements are made by VTCT.

Accredited Learning

For accredited learning, summative assessment (and, as appropriate, initial and formative assessment), is formal and recorded.

The validity of such assessments is based on the following:

- That students understand the purpose of the assessment (whether it is initial, formative or summative)
- That any assignment set is appropriate to the assessment criteria and the learning objectives, providing students with an opportunity to evidence their relevant knowledge, understanding, skills or abilities.
- The assessment criteria have been explained to the students

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- The assessment criteria are applied consistently and fairly to all assessed work
- Assignments are generated under consistently-applied conditions of assessment (e.g. Time allowed, open-book, invigilated)
- The commentary on the assignment is appropriate and consistent with the grade awarded in the case of assessment by direct observation, that the assessed activities are taking place in an appropriate environment.
- The results of the assessment and feedback are made known to students within an agreed time frame
- The assessment procedure does not disadvantage any student based on race, gender, age, learning difficulty, disability, or sexual orientation.
- Students have been given the opportunity to disclose a disability for a reasonable adjustment to have been made at the time of assessment.

Assessment

Assessors of VTCT units must be appropriately qualified and/or experienced to deliver and assess the relevant units. Assessment must be conducted according to the VTCT awarding guidelines and assessors are required to use assessment guidelines stated within the VTCT programme specification.

Formal assessments will be carried out internally by the school's teaching staff, or externally by the accrediting body or by a mixture of both. Photographic evidence is required at times for assessment, however due to the vulnerability of students no photos of faces will be taken for evidence, but only of the hands and feet.

Verification and/or moderation of assessments will be carried out in accordance with the regulations of the awarding body.

Internal Verification

Internal verification is an internal quality assurance process to ensure that assessment is completed fully, accurately and on time in accordance with VTCT policies and regulations. All Internal Quality Assure must adhere to the guidelines laid out in the relevant VTCT documentation.

Internal Quality Assurance will involve a person other than the original assessor checking that assignments and assessment decisions are accurate and valid. Internal Quality Assurance will be carried out by persons identified to do so. All Internal Quality Assurers will comply with Y.O.U.R Beauty School's Internal Quality Assurance procedure and adhere to VTCT guidelines.

Internal Quality Assurance involves:

Checking of all assignment briefs against unit specifications prior to use with feedback to tutors on how briefs should be improved if necessary. All programmes will follow Internal Quality Assurance policy.

Monitoring the accuracy of assessors' decisions for every unit and providing appropriate feedback to assessors with an action plan where necessary.

Ensuring that Internal Quality Assurance procedures and records are completed on time for units being sampled by the External Quality Assurer.

Internal Quality Assurer will ensure that all assignments will be Internal Quality Assured at the appropriate levels.

Evidence will be made available to show how Internal Quality Assurance has taken place.

Appeal Procedure

From time to time, students may feel they have been wrongly graded. There is a Learner's Assessment appeals policy for where assessments of a student's work contributes to certification.

Note: This document is to be followed in line with VTCT Assessment Guidance Handbook