



# ASSESSMENT POLICY

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<b>Approved By:</b>		<b>Date Approved:</b>	
Clare Farquhar		15/3/23	
<b>Links or overlaps with other documents or policies:</b>			
BfN Internal Moderation Policy			
BfN Training Procedure Handbook			
BfN Tutor Handbook			
BfN Internal Moderator Handbook			

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The Breastfeeding Network (BfN) endeavour to ensure that all delivery content and it's assessments support a robust process to assess set outcomes for its accredited courses. OCN accredit BfN courses and have approved Direct Claims Status (DCS) to allow for certification of trainees upon completion after achievement of assessment and a positive moderation activity has been undertaken. It is imperative that such procedures here in and any supportive policies and procedures are followed to maintain DCS.

## 1.0 Principles

1.1 The Breastfeeding Network (BfN) Assessments are designed by the Training Development Manager (TDM) and Online Training Developer (TD) with the support of the Lead Internal Moderator and Quality Assurance Officer (LIMO)

1.2 Assessment methods may take a variety of forms and BfN will ensure that methods relevant to the learning process and most suited to the learning outcomes will be used as guided in the assessment briefs.

Current assessment methods are both formative and summative making use of assignments, professional discussions, forums and role plays. Assessments are reviewed periodically by the TDM. Newer courses in development are using remote learning platform Moodle.

1.3 Recognising that course participants will have different learning styles, a variety of assessment models will be used.

Assessment practices shall be inclusive and support equality of opportunity. They shall cater for both individual and group diversity. In addition, inclusive language shall be used, avoiding gender, racial, cultural or other language bias.

Assessment briefs are largely non-prescriptive allowing for variations of agreed, acceptable methods to be submitted as evidence so long as the Assessment Criteria (AC) is met. Evidence will therefore be tailored to the needs of individual course participants as appropriate.

Benchmarking and model answers support agreed evidence for set outcomes.

1.4 Reasonable Adjustments (RA) will be considered with the future role of the trainee in BfN being a consideration. BfN will contact OCN for RA approval. 1:1 support is an option for any requirements.

1.5 Trainees will be given information on assessment methods (course handbook) prior to the course beginning and feedback on the process and results of assessment.

## 2.0 Assessment Management

2.1 BfN will ensure that the process of assessment will be managed in accordance with the requirements of the accrediting body.

2.2 BfN will ensure that records of learner achievement are logged and maintained. Assessment records will be retained by BfN for seven years and then disposed of securely. Assessments are recorded on Moodle where appropriate and on the Training diary (see Tutor Guide).

2.3 The LIMO will be responsible for planning and managing the assessment strategy and ensuring that it matches the information given in any relevant qualification guide.

2.4 Each tutor will be responsible for sharing the learning outcomes and assessment criteria with learners, recording assessment, providing on-going feedback and for ensuring that all learners have equal opportunities for their work product to be assessed.

2.5 Each tutor will give guidance to the learner where there are choices regarding assessment.

## 3.0 Assessment Evidence & Outcome

3.1 Evidence of having achieved all the learning outcomes that make up each accredited course will be generated by the trainee and assessed by the tutor.

3.2 All trainees have the right to appeal against assessment decisions (see Appeals Policy). The Appeals Policy will be shared with learners at the start of their course.

## 4.0 Moderation

4.1 Assessments are moderated by Internal Moderating Officers (IMO) assigned by the LIMO (Please see Internal Moderators Guide Handbook)

4.2 Interim and Summary sampling will take place where applicable as per strategy and rationale

4.3 Checks will be made on the application of VARCS with every tutor, trainee and assessment being sampled as per strategy and rationale and reflected in the plan and IM Report & feedback form.

4.4 Any pre-moderation will be carried out by the LIMO

4.5 The sampling strategy and rationale will be reviewed in line with OCN minimum requirements

## 5.0 Sharing Work

5.1 Trainees will be encouraged to share ideas and derive mutual support when preparing non-assessed work, but this will be managed so that work for formal assessment only shows the individual learner's own work. Trainees will sign a declaration of authenticity or provide such a statement

5.2 Trainees will be advised that plagiarism can be avoided by acknowledging all sources as they go along, and by ensuring that all their work is their own.

5.3 If a tutor or IMO suspects that a piece of work submitted is not entirely a course participant's own, the tutor shall meet with the trainee to talk through discrepancies. They shall record the meeting and outcome in writing and submit a copy to the LIMO

5.4 If it is found that a trainee has plagiarised another's work, they may be invited to re-do and re-submit that particular piece of work for assessment or, depending on the circumstances, may be further investigated with regard to possible Malpractice. (Please see Malpractice Policy.)

## 6.0 Tutors & Assessors

6.1 BfN will use internal tutors that may not have direct OCN assessment experience. However, internal tutors will be given a full induction or attend training in OCN London assessment procedures prior to the commencement of any programme.

6.2 Tutors are all experienced and qualified at least completing the required assessment unit.

6.3 Standardisation will take place amongst all level 2 and 3 tutors and supervisors. Such sessions will be planned by the LIMO in consultation with IMO after IM Reports & Feedback completion where issues may have been highlighted

6.4 The Tutor Supervisor Co-ordinator (TSC) will also contribute to such standardisation meetings to ensure training and development previously identified is delivered