



Access to Fair Assessment Policy

Introduction

Lucelly Consultancy Ltd has implemented systems and processes to allow the provision of access to fair assessments.

We are committed to continually improving on these systems and processes and therefore welcome any feedback from our clients, candidates, Assessors, IQA and the Awarding Body on how we can improve these going forward.

Our systems and processes reflect the needs of individual candidates and ensure the assessment process continues to enable a valid, reliable and consistent judgement to be made about the achievement of all learning outcomes against stated assessment criteria.

We aim to provide simple and straight forward assessment plans on our e-Portfolio platform and via our experienced Assessors. This will provide all candidates with the opportunity to achieve their full potential by the most appropriate and direct route.

Our Access to Fair Assessment policy is based on the concepts of equality, diversity, clarity, consistency and openness and links in with the "Equality, Diversity, Reasonable Adjustments and Specials Considerations policy. We will endeavour to ensure that all our assessment processes are fair and non- discriminatory.

If a client, candidate, employee and freelance partner has any concerns about this policy, please speak to the Director, Louise Dodds via the following email:

info@lucellyconsultancy.org.uk

What does Access to Fair Assessment really mean?

- This means that assessments will evidence the candidates existing knowledge, what they understand, and what they are able to do. This may mean describing processes or documents that the candidate will do or use themselves or be able to articulate the processes used by their company and who may undertake these processes.
- Every candidate will be assessed using the same overall set of criteria in accordance with the written standards provided by the Awarding Body.
- Our policy of 'access to fair assessment' ensures that all assessments/assessment activities undertaken by candidates are reliable, valid, fit for purpose, and transparent.
- We appreciate and respect equality and diversity and therefore use a variety of assessment strategies and language appropriate to the needs of the candidate. Please see our Equality and Diversity Policy for further details.
- Candidates can expect appropriate assessment feedback to be made clear by their Assessor. Constructive and focused feedback and action plans (next steps) which is appropriate to the needs of the candidate will be provided by the assessors to enable the candidate to fulfil their NVQ and help improve their future career prospects.

How we will achieve this.

Assessors will:

- Undertake a pre-assessment call with the candidate before they are registered for the qualification to ensure the qualification is suitable and/or whether development is required to achieve the learning outcomes.
- Ensure all candidates are fully inducted, following registration onto the appropriate qualification. They will also ensure all candidates are given all relevant/required information on policies, activities to undertake and how to use the e-Portfolio system. This induction will be recorded and be used as part of the candidates NVQ evidence.
- Assess if any prior learning may apply. See "Recognised Prior Learning Policy" for more details.
- Appropriately plan for all assessments considering the candidates disability (if appropriate), learning ability/style/needs, the most suited assessment strategy or strategies and the resources available or required to enable the candidate to effectively prove their competence.
- Record the outcomes of all assessment activities accurately and provide clear and constructive feedback for the candidate to be able to demonstrate their knowledge and competence in another way.
- Ensure that assessment activity feedback allow for evidence to be provided in various ways and using appropriate language at a level suitable to the candidate.
- Map evidence against achievement of the learning outcomes and assessment criteria where appropriate and ensure evidence against all the learning outcomes and assessment criteria is achieved.

IQA's will:

- Carry out internal assessment sampling fairly and according to Awarding Body guidelines.
- Record the outcomes of all assessment activities accurately and provide clear and constructive feedback to the Assessor for the candidate to be able to demonstrate their knowledge and competence.

What Clients, Candidates, Assessors and IQA can expect from us

- All portfolio-based work will be assessed fairly against the qualification standards and assessors involved will be fully trained.
- To be given appropriate support through the assessment with feedback provided on the quality of the evidence.
- Timely processing of all completed assessments.
- In the case that some full qualifications are inaccessible because of a candidate's inability to demonstrate competence in all parts of the qualification, where practicable and if acceptable to the Awarding Body, individual unit certification will be made available to the Learners, Candidates or Delegate(s).
- If evidence cannot be provided by the candidate in special circumstances (E.g. they may have signed a non-disclosure agreement if working for a government organisation), then where practicable and if acceptable to the Awarding Body the assessment may be via a comprehensive professional discussion only.
- A fair assessment of candidates or Delegate's work can only be made if it is entirely the candidate's own work. Therefore, candidates can expect our awarding organisation to be informed if:
 - They are perceived guilty of copying, giving or sharing information.
 - They copy another person's work for their assessment activities.
 - Use of Artificial Intelligence (A.I.) software to create evidence (see maladministration and malpractice for further information on AI use as well as the A.I. Policy).
 - Any evidence, answers to questions from the Assessor on the portal or proofs submitted by the candidate are found not to be authentic (Not their own work).

All allegations of cheating will lead to a full investigation which will follow our Maladministration and Malpractice Policy procedures and the guidance of the Awarding Body.

Review and Amendment

This policy will be reviewed regularly to ensure its ongoing compliance with Awarding Bodies, legislation and industry best practices. Changes will be made as necessary.

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