

EAST BRIDGE TRAINING (EBT)

ACCESS TO FAIR ASSESSMENT POLICY

Policy Reference: EBT-POL-FA-002

Version: 1.0

Policy Created: September 2025

Effective Date: 04 September 2025

Review Date: 04 September 2026

Approved By: Director, East Bridge Training (EBT)

1. Purpose

The purpose of this Access to Fair Assessment Policy is to ensure that all learners enrolled in East Bridge Training (EBT) vocational qualifications are assessed in a fair, impartial, valid, and consistent manner.

This policy is designed to comply with:

- Executive Council Resolution No. 30 of 2021 – Regulating Vocational Education
- KHDA Vocational Standards B3.1, B3.5, B3.7, B3.9, B3.10, B3.11, B3.12
- KHDA Standards A3.2 (learner information), A3.4 (academic policies), A4 (QA)
- Awarding body requirements (IEAC/EDU or any regulated awarding body)

EBT ensures that every learner receives equal access to assessment opportunities and that all decisions are free from bias, discrimination, and conflict of interest.

2. Scope

This policy applies to:

Learners

All individuals enrolled in KHDA-approved vocational qualifications at EBT.

Staff

Trainers, Assessors, Internal Verifiers, Academic Head, Quality Nominee, administrative staff involved in learning, assessment, and verification.

Assessment Types Covered

- Written assignments

- Practical demonstrations
 - Portfolio submissions
 - Online assessments
 - Work-based evidence
 - Oral assessments and presentations
 - Competency-based tasks
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3. Policy Statement

EBT is committed to ensuring:

- Fair, consistent, and reliable assessment
- Equal treatment of all learners regardless of background, gender, ability, or nationality
- Transparent assessment criteria and expectations
- Timely, constructive feedback
- Regular review and monitoring of learner progress
- Accessible assessment arrangements for learners with specific needs
- Assessment decisions aligned with awarding body standards
- Elimination of discrimination, bias, malpractice, and maladministration

All assessments must reflect the principles of:

- **Validity** (assessment measures what it intends to measure)
 - **Reliability** (consistent results across assessors and cohorts)
 - **Authenticity** (work must be the learner's own)
 - **Sufficiency** (adequate evidence provided to meet criteria)
 - **Fairness** (assessment free from inequality or barrier)
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4. Learner Rights Under This Policy

All learners at EBT have the right to:

1. Clear information about assessment requirements before starting the qualification
 2. Equal access to learning and assessment resources
 3. Assessment free of bias or discrimination
 4. Reasonable adjustments (where applicable)
 5. Timely and constructive feedback
 6. Transparent and documented assessment decisions
 7. Reassessment opportunities where permitted
 8. Appeal any assessment decision through the EBT Appeals Policy
 9. Protection from malpractice or unfair treatment
 10. Privacy and confidentiality of assessment results (aligned with KHDA A2.10)
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5. Transparency of Assessment Information

To comply with KHDA B3.1 and A3.2, EBT ensures that:

- Assessment criteria, grading system, and rubrics are shared with learners upon enrolment
- Assessment timelines are clearly communicated
- Assessment instructions are written in clear, accessible language
- Submission procedures and deadlines are published in advance
- Learners are informed of consequences of late submission, non-completion, or malpractice

All learning and assessment materials are regularly updated (B3.8).

6. Assessment Procedures

6.1 Assessment Planning

EBT maintains:

- A qualification delivery plan

- Assessment plan
- Internal verification plan

These ensure assessments are delivered consistently and in line with KHDA B3.5.

6.2 Assessment Delivery

Assessors must:

- Be qualified, competent, and approved by EBT (B2.2, B2.3)
- Apply awarding body standards consistently
- Provide learners equal access to assessment opportunities
- Record assessment decisions accurately

6.3 Feedback

Feedback is:

- Provided within 10 working days
- Constructive, objective, and improvement-focused
- Linked to the assessment criteria and learning outcomes

7. Reasonable Adjustments & Special Considerations

EBT supports learners with:

- Documented learning difficulties
- Temporary illness or injury
- Disabilities
- Other valid circumstances

Adjustments may include:

- Extra time
- Modified materials
- Assistive technology
- Alternative assessment format

All adjustments comply with KHDA inclusivity requirements and awarding body rules.

8. Preventing Barriers to Fair Assessment

EBT ensures that assessments are **inclusive** and accessible by:

- Using diverse assessment methods (B3.11)
 - Allowing alternative formats where appropriate
 - Avoiding culturally biased content
 - Publishing criteria in advance
 - Providing induction and orientation sessions
 - Ensuring the learning environment is supportive and discrimination-free
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9. Monitoring & Quality Assurance

Aligned with KHDA B3.12 and A4.1–A4.11:

EBT conducts:

- Regular Internal Verification (IV) sampling
- Standardisation meetings
- Assessment audits
- Trainer/assessor reviews
- Annual qualification review

The Quality Nominee ensures compliance with awarding body procedures and KHDA requirements.

All assessment records are retained for **five years**.

10. Learner Progress Review

In compliance with KHDA B3.9:

- Assessors review learner progress at defined intervals

- Progress is documented and communicated
 - At-risk learners receive early intervention support
 - Evidence tracking sheets and attendance logs are maintained
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11. Malpractice & Maladministration

If unfair assessment practices are detected, EBT follows the procedures in:

- Academic Honesty Policy
- Staff Malpractice & Maladministration Policy
- Academic Misconduct Investigation Procedure

Sanctions may include:

- Reassessment
 - Disqualification
 - Disciplinary actions
 - Reporting to awarding body or KHDA (as required)
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12. Appeals

Learners may appeal an assessment decision within **5 working days** according to the EBT **Appeals & Grievances Policy**.

13. Roles & Responsibilities

Director

Ensures overall compliance with KHDA standards.

Academic Head

Oversees fair assessment practices and assessment integrity.

Assessors

Conduct assessments consistently and in line with policies.

Internal Verifiers

Ensure standardisation and quality of assessment decisions.

Quality Nominee

Monitors compliance with awarding body and KHDA frameworks.

Learners

Follow assessment instructions and submit authentic work.

14. Review of Policy

This policy will be reviewed annually as part of EBT's quality assurance process and KHDA's institutional requirements.

Next review due: **04 September 2026**

Approval

Name: Shivanjan Chakraborty

Title: Director, East Bridge Training

Shivanjan Chakraborty

Signature: _____

Date: 04 September 2025