NORTHUMBERLAND

COUNTY COUNCIL

The Grove School
ASDAN Assessment Policy

Date Reviewed: September 2026
Next Review Date: September 2027

Our Assessment Policy

Introduction

This policy sets out our assessment process to meet National Standards and ASDAN's principles of assessment and ensures that all candidates are assessed fairly against qualification standards.

Access

Candidates and their parent and carers are made aware of the existence of this policy and have open access to it. It can be found in the policy file, situated in the front office and on The Grove School website.
All teaching staff are made aware of the contents and purpose of this policy.
This policy is reviewed annually and may be revised in response to feedback from candidates, teaching staff, parents and carers, governors and external organisations.

General Assessment Principles

The following assessment principles will ensure that all candidates are assessed fairly against the ASDAN qualification standards:

- Assessments must be VALID – the assessment must measure progress and achievement.
- Assessments must be RELIABLE – the assessment must show the same results over time.
- Assessments must PRACTICABLE – the assessment must be easy to construct, administer, mark and interpret.
- Assessments must be EQUITABLE and FAIR – the assessment must ensure equal opportunities for all candidates and show no disadvantage to minority groups.

Assessment Guideline Statement

- All named lead staff involved with the delivery, assessment and moderation (quality assurance) of ASDAN programmes of study and qualifications will participate in ASDAN training and will also have access to support via our school co-ordinator and ASDAN online and telephone support services.
- The Grove School staff will choose appropriate qualifications and programmes suitable to the individual student's needs, abilities, interests and learning pathway within their individual education plans (IEP's).
- The relevant Grove School staff will use personalised teacher assessment, knowledge and understanding of each individual student to select the appropriate level of a qualification or programme to be enrolled on.

- The Grove School staff will ensure they are familiar with the qualification units, the specific requirements at the different levels including the number of guided learning hours (GLH) to ensure assessment plans will meet the required standard.
- The relevant Grove School teaching staff will select and plan to deliver specific units each term to link in to curriculum learning targets in their IEP's.
- The relevant Grove School staff who teach, assess and moderate (quality assure) the different courses and programmes will plan each unit to be delivered and select appropriate assessment methods and resources.
- The relevant Grove School staff will develop written assessment plans for each unit of a qualification using the ASDAN unit assessment plan templates.
- The Grove School staff will consider and identify a variety of appropriate assessment opportunities for the different qualification units within the planning process to ensure fair access for all candidates.
- The Grove School staff will establish if they are assessing knowledge, performance or skills in the assessment plans.
- Assessment plans, assessment methods and resources will be reviewed and approved at standardisation meetings as part of our Internal Quality Assurance cycle.
- The Grove School staff team will regularly review assessment plans for every unit in the relevant qualifications to ensure they remain fit for purpose and meet the needs of the current cohort.
- The Grove School staff will involve candidates in the assessment process as and when appropriate to the individual needs of the candidates.
- The Grove School staff will provide relevant feedback appropriate to the individual candidate's needs during learning activities and throughout the assessment process. Feedback could include: verbal feedback, written feedback, stickers.
- As a previous action to moderation (quality assurance) feedback, the Grove School will annotate all individual pieces of work to ensure external moderators have a good understanding of the level and type of support given, the types of resources used, access to the internet, assessment methods used and any other relevant information needed.
- The relevant Grove School staff will carry out a final assessment upon the completion of a unit of work. Feedback will be given to the candidate.
- Following the final assessment of a unit of work, an ASDAN assessment checklist must be completed for every finished unit and attached to the front

of each unit prior to internal moderation (quality assurance). Both the candidate and the assessor must agree and sign the declaration that: the work is complete; it is the candidates own work; it meets the assessment criteria.

- It is the responsibility of Grove School staff to participate in the assessment and moderation (quality assurance) process by keeping the necessary records, attending relevant standardisation meetings and submitting marked candidate work as requested.
- It is essential that assessment decisions are in line with the qualification standards. The internal and external moderation (quality assurance) process is in place to ensure that all assessments are applied consistently to ensure access to fair assessment for all candidates and that the final judgement is accurate, reliable and recorded.
- Grove School policy and good practise is to internally moderate (quality assurance) every completed assessed unit of every candidate rather than sampling.
- Internal moderation (quality assurance) will be on-going throughout the course, with feedback being given to the assessors and candidates in relation to their assessments. There should be evidence of feedback being actioned where necessary.
- Only those candidates who have fully met the standards can be entered for external moderation (quality assurance). Entering those who have not met the standards will jeopardise the success of those who have met the standards. If teaching staff are found to be entering candidates for moderation (quality assurance) who have not met the standards, disciplinary procedures may be implemented.
- Assessment plans must be included within the external moderation sample for each pupil for each unit as per The Grove School policy and procedure to ensure the evidence provided matches the plans for assessment.
- All assessment evidence, which has been internally moderated (quality assured), must be kept onsite until after the external moderation (quality assurance). The work remains the property of the candidate and can be returned to the candidate according to the requirements of the relevant awarding body.
- Following external moderation (quality assurance), the EQA feedback report will be reviewed in relation to the suitability of the assessments and any updates to assessment plans carried out as required.

Penny Derries
Headteacher

George Murray
Chair of Governors

Next date for review:- September 2027