ILLUMIN ACADEMY
Assessment Policy - V1.0

1. Purpose

This policy outlines the assessment procedures and processes followed by Illumin Academy. It aims to ensure that assessments are valid, reliable, fair, and aligned with the learning outcomes and standards set by awarding bodies such as NCFE CACHE.

2. Scope

This policy applies to all academic and vocational programmes offered by Illumin Academy, including NVQ and RQF qualifications, and covers both internal and externally moderated assessments.

3. Types of Assessment

Illumin Academy uses a combination of assessment types to ensure comprehensive learner evaluation:
- Formative Assessments: Conducted during the learning process to monitor learner progress and provide feedback.
- Summative Assessments: Conducted at the end of a unit or module to evaluate the learner's achievement against set criteria.
- Diagnostic Assessments: Used at the start of a course to assess prior knowledge and learning needs.
- Holistic Assessments: Applied where applicable to assess learners across multiple units through integrated tasks.

4. How Assessments Are Carried Out

Assessments at Illumin Academy are carried out through a variety of methods including written assignments, workplace observations, professional discussions, case studies, reflective accounts, and project work. All assessments are:
- Planned and scheduled in advance in line with the course delivery plan.
- Conducted by qualified assessors with subject-specific expertise.
- Based on clear and transparent criteria aligned with awarding body requirements.
- Accompanied by constructive feedback to support learner development.
- Documented and securely stored as evidence of learner progress.

5. Assessment Review and Quality Assurance

To ensure assessments remain fit for purpose, Illumin Academy undertakes the following review processes:
- Internal Quality Assurance (IQA) activities including sampling, standardisation, and assessor feedback.
- Annual curriculum and assessment reviews to evaluate the effectiveness and relevance of assessment methods.
- Learner feedback is regularly collected and analysed to improve assessment practices.
- External Quality Assurance (EQA) by the awarding bodies to ensure compliance with national standards.
- Continuous professional development (CPD) of assessors to maintain high-quality assessment standards.

6. Policy Review

This Assessment Policy will be reviewed annually by the Quality Assurance Team to ensure its continued relevance, compliance with awarding body regulations, and effectiveness in supporting learner achievement.

Contact Information:

Quality Assurance Team
Email: info@illuminacademy.com
Illumin Academy | www.illuminacademy.com