



BEST in Horticulture Group
B.E.S.T in Horticulture Limited
The Academy of Practical Horticulture Limited
BEST in Horticulture Education Limited

**Access, Fair Assessment, and Internal
Verification Policy**

Valid from 1st January 2022 to 31st December 2025

Access Fair Assessment & Internal Verification Policy

Introduction

B.E.S.T. in Horticulture Group of companies:

- **Academy of Practical Horticulture Limited** - Delivering practical skills to gardeners and professional horticulturists



- **B.E.S.T. in Horticulture Limited** - Delivering fully supported distance and blended learning in horticulture



- **B.E.S.T. in Horticulture Education Limited** - Delivering the best in horticultural education and learning.



Which will provide appropriate and fair assessment opportunities which:

- enhance learning
- provide a stimulating and rewarding experience for all students
- encourage and facilitate participation in further and higher education
- provide high quality opportunities for individuals of varying abilities, ages and backgrounds
- where possible lead to nationally recognised qualifications
- meet the requirements of the awarding body and the individual needs of the student.

Policy Statement

The Company Access Fair Assessment & Internal Verification Policy should be read in conjunction with other *relevant* Company policies.

The following principles provide the basis of the organisation-wide approach to assessment.

Principles

The Company will:

- strive to ensure that the assessment process is designed to enhance learning by providing the feedback required to enable the Learner to improve. This feedback will normally be provided within three weeks of the submission deadline.
- establish procedures and support for assessment best suited to individual needs to provide the learner with valid and reliable assessment methods which provide equality of opportunity.
- ensure that all Learners are provided with equal access to appropriate assessment and feedback.
- ensure that assessments are based on clear objectives and outcomes or performance criteria.
- ensure that all Lecturers or other staff working as assessors and verifiers will have achieved or will be working towards appropriate nationally recognised qualifications, where available. Such qualifications will normally be achieved within a 12-month period.
- endeavour to ensure that procedures are fair.
- make available an appeals procedure and ensure that all Learners are aware of this.
- ensure that quality assurance procedures are in place to monitor the assessment process.
- maintain assessment practice in line with the requirements of external awarding bodies.
- commit to ensuring a prompt return of assessed work with adequate comments to guide the learner.
- recognise that the role of assessors and internal verifiers is essential in the assessment process and time for this role is allocated accordingly.

Policy Implementation and Monitoring

Implementation and monitoring of the Assessment and Internal Verification Policy is led by the nominated Director with responsibility for curriculum in conjunction with the other Directors. This process is also monitored by external verifiers appointed by awarding bodies.

The Company will implement a systematic and effective internal verification procedure to assure the quality and consistency of assessment processes for all externally accredited qualifications. All new internal verifiers will be inducted by an appropriate experienced person.

Internal verifier co-ordinators and internal verifiers specific to individual programmes are nominated and are responsible for the day-to-day verification of the assessment process. As part of this process, for every programme, the Company will provide information which:

- defines who is responsible for which assessor, provides specimen signatures and the assessor qualification status of Lecturers or other staff.
- provides an assessment plan linked to a scheme of work which covers, as a minimum, summative assessment.
- shows how sampling will be planned covering Assessors, Learners, outcomes, and levels.

- records what internal verification has taken place regarding both timing and the outcomes.
- shows feedback given to assessors following internal verification.

The performance of Assessors is continuously monitored against role descriptors.

The Assessment & Internal Verification Policy is reviewed annually by the nominated Director and amendments approved by The Board of Directors.

Equal Opportunities

In line with the organisations Equality and Diversity Policy, we are committed to ensuring that all Learners have equal access to appropriate assessment opportunities and that no student will encounter discrimination because of their age, gender, race, religion, sexual preference, learning difficulty and/or disability.

If for any reason, you need assistance in understanding this policy (i.e. if English is not your first language or you have a visual impairment) please contact the nominated Director by email tonydavies@bestinhorticulture.co.uk