

# GA280 L5C Early Concerns Failing to Provide Evidence v5



Amendments 1 February 2022

## Introduction

If, at any stage of the Level 5 assessment process there appears to be concerns over a candidate not meeting the required criteria or failing to provide evidence so that the relevant assessor deems it would be too much for the inquisitorial assessor to address during professional discussions at stage 4, or that it would be impracticable to address the relevant criteria during the inquisitorial stage, the following action should be taken:

## Stage 1

The candidate should be allowed to continue with the assessment unless there is an aspect of Health and Safety which prevents the assessment from continuing. If, however, the candidate has failed to provide adequate evidence in criteria where a professional discussion would be deemed inappropriate, the assessor should bring this to the attention of the Head of Centre and provide the marking sheet and an action plan. The Head of Centre will write to the candidate informing them that it will be necessary to reattend stage 1 practical assessment. This should be carried out as soon as possible. The reassessment will incur a cost but subsequent assessment (stage 2, 3 and 4) will be covered by the original cost.

## Stage 2

If, after submitting the stage 2 report, the candidate has failed to achieve the required 'essential criteria' (see marking guide) or the report is deemed to be at such a low standard so that the inquisitorial assessor would have too much address during the professional discussion at stage 4, the stage 2 assessor should bring this to the attention of the Head of Centre and provide the marking sheet and an action plan. The Head of Centre will write to the candidate informing them that the report must be resubmitted within a 4-week period. The candidate will not be charged for the reassessment up to one reassessment.

## Stage 3

If, after undertaking the written examination and submitting the answers to the supplementary questions, the stage 2 assessor identifies that less than 75% of the exam

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or supplementary questions have been answered correctly (attracting a zero score) the assessor should draw this to the attention of the Head of Centre and provide the marking sheet and an action plan. This equates to 9 or more wrong answers. When deciding whether to request the candidate to resubmit answers, the assessor should also take into consideration the number of criteria needed to address the zero scores in the report criteria at stage 4.

The Head of Centre will write to the candidate informing them that certain examination questions must be retaken. The exam questions will be provided to the candidate in the form of Assessor Devised Questions (ADQs) on an action plan. The candidate must submit the answers within 4-weeks. The candidate will not be charged for the reassessment up to one reassessment.

## **Quality Assurance**

Assessors should note that reassessment requests may be required to be verified or cross-checked by another assessor for quality purposes by the Internal Quality Assurer (IQA) or Head of Centre. This is to ensure that assessments and marking are consistent.

## **Location**

This policy should be located in the policies area of the online learning site and reviewed annually.