

Professional Salon Training Limited (PST) Centre Assessment and Appeals Procedure

Introduction

PST is a centre that follows SQA guidelines and HABIA standards to meet all assessment criteria. Quality policies and procedures are adhered to and reviewed ensuring quality and that assessments are meeting the set criteria and assessment requirements.

The assessment process is about gathering evidence in a formative or summative method. During all assessments feedback should be recorded to allow candidates to reflect and improve. The centre is committed to each candidate ensuring each person is treated equally and given the same opportunity to achieve the qualification they are working towards.

Quality assurance is the duty of all staff at the centre. The responsibilities outlined in the job descriptions for assessors, IQA and centre principle is outlines including planning and assessing to meet all SQA standards (or other accredited/awarding body).

The centre standardises assessment procedures at regular meetings, implement staff training, assessor role and IQA role is clearly identified and discussed to ensure clarity of responsibility. The meetings are recorded by taking minutes, the staff training is recorded as CPD.

If an assessment decision is disputed by a candidate the IQA can offer assistance to the assessor and candidate, the centre principle and/or SQA staff would be contacted if it was not a satisfactory outcome.

The assessment appeals procedure

The SQA qualification criteria will be clearly outlined to candidates by the assessor. If the candidate disputes this and wished to appeal they can contact the IQA, Centre principle or SQA.

Student responsibilities relating to assessment

Student	responsibilities <ul style="list-style-type: none">• Follow centre procedures and process for all assessments/all relevant centre policies.• Any additional support must be stated at the interview/induction to allow the centre to contact sQA for relevant assessment support requirements.• Attend the assessment on the stated date or apply for an extension with supporting evidence.• In the event of a missed assessment without any evidence or contact then this will be deemed as a first attempt. The student has a duty to inform the centre if they are unable to attend prior to the assessment for this to be considered.• Gather a portfolio of evidence that is in line with the SQA assessment and the candidates own work.• Plagiarism statement to be signed to commit to only submitting own work if it is an open book assignment/project.• Failure to comply will lead to disciplinary action.• Complete all requested work to gain the qualification/unit being worked on.
Assessors	<ul style="list-style-type: none">• Hold an assessor award or level 3 AET qualification. The assessor may be enrolled on the award and work with a class to achieve the assessor award.• Qualification in the subject area being taught at the equivalent or higher level.• During interview for an assessor role the qualifications will be viewed and noted.• Attend meetings along with the IQA and centre principle.• • Attend staff training and meet the CPD requirements per year.

	<ul style="list-style-type: none"> • Refer to SQA materials to support the unit delivery and assessments. • Follow GDPR • Store all assessment material in a locked or secure computer or cabinet. • All documents developed by the centre must be prior verified by SQA. • Introduce and guide candidates on the assessment plan, appeals procedure and criteria to be covered. • Use approved checklists to record assessment decisions • Complete assessment registers once the course is complete. • verification • Retain appropriate records and evidence of candidates' work for 3 months for SQA • Work with IVs to prepare for EV visits • Contribute to addressing improvement requirements from feedback gained. • Do not share, copy or distribute assessment materials. <p>Guidance on portfolio and evidence generation to ensure consistency and clear evidence.</p> <ul style="list-style-type: none"> • Avoid over assessing and reference or RPL where appropriate. <p>Use checklists for practical assessments and record the work carried out.</p>
Internal Verifier	<ul style="list-style-type: none"> • Complete IQA duties pre, interim and post course deliver. Ensure standards are met and that the assessments are correct, consistent, fair and reliable.

Appealing the assessment outcome

Student	<ul style="list-style-type: none">Once the assessor has fed back the outcome Pass/Fail. The candidate can speak to the assessor first to discuss this. If they want further advice they can speak to the IQA and request another assessment and a different assessor if the grounds are upheld. If there is dissatisfaction the centre will contact SQA to seek advice as well as the candidate doing the same.
Assessor	<ul style="list-style-type: none">Inform students the can dispute it with the assessor, IQA, Centre and SQA directly.Set out the assessment guidelines and appeals procedure which is in the induction.

1. Assessment results and feedback

Following the assessment, the Assessor will feedback to the candidates individually. The criteria below will be followed:

If the assessment meets 80% pass mark the candidate needs to oral or write the remaining answers which will be done with the assessor. This is called remediation.

If they fall below the 80% pass mark they have a second attempt.

After the second attempt they need to re attend the course and start from the beginning and pay the course fee.

Safe and secure storage of assessment materials

The centre will ensure all materials are in a locked secure cabinet or a locked password protected computer. No student work will be removed from the centre to ensure we follow GDPR legislation.

Once you have received the support materials, it is your responsibility to store these materials securely. Please follow the guidelines below to ensure the security and confidentiality of assessment materials.

Environmental written exam criteria

Room

- Adequate space between candidates to ensure it is their own work
- Quiet and no disturbances throughout
- Timed if stated by SQA with a visible clock
- Assessor invigilates and doesn't leave the room
- No phones allowed
- No visuals available in the room
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Candidates refrain from:

- Copying or talking to others during the assessment
- Breach centre or SQA policies in relation to assessments
- Use any method to give them an unfair advantage
- Copying or reproducing any assessment material
- Writing on their skin any answers

If an extension is required a written request must be submitted to the assessor. Stating:

Course Title and unit number: _____

Assessor name:

IQA Name:

Length of extension required

Reason why including evidence if necessary:

Student's name:

Contact number: _____

ASSESSMENT

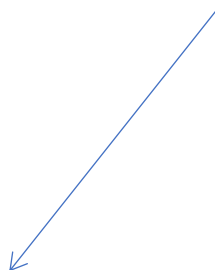
First attempt



Not yet meeting the standards
Feedback given to the student on areas to be improved



Second attempt
FAIL

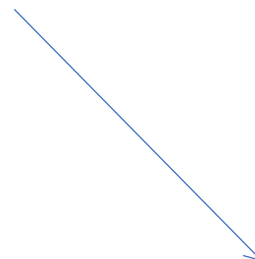


Pay half the unit fee to re-sit (no teaching)

Fail



RE-ENROL
(pay full unit fee)



RE-ENROL
(pay full unit fee)