

# Assessment Policy

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The Institute of Swimming is committed to providing learners with the best possible chance of achieving the learning outcomes of their programme. With this in mind, all learners should be made aware of the following:

- The criteria against which they will be assessed
- The standards expected by the course tutor
- The timing of assessments and how this fits in to the learning programme
- The format that assessment will take
- Their right to special considerations during the assessment process
- The process for internal quality assurance (IQA) for their course
- The process for reassessment
- The process for appealing against assessment decisions

The course tutor will set assessment dates and deadlines based on the timetable. The course tutor has the right to change these dates and deadlines if necessary. Should assessment dates or deadlines require changing, the course tutor will inform the learners at the earliest opportunity. Where required the course tutor will make every effort to give learners opportunities to be reassessed on criteria within the constraints of the learning programme.

Learners will be given concurrent feedback as to their performance against assessment criteria to allow them to understand their performance and to develop for future assessment.

External assessments are set by the relevant Awarding Organisation and must be conducted according to the criteria set for the particular assessment. The Institute of Swimming bears no responsibility for the content of external assessment.

## Special Considerations

If a learner is unable to partake in the agreed assessment process for any reason, it is their responsibility to make the course tutor aware of this and to negotiate further access to the assessment. The course tutor will consider all requests for considerations and where possible will accommodate reasonable requests and will work with the learner to implement any considerations that will enable them to partake in assessment activities.

If a learner fails to meet a deadline and has made no attempt to negotiate an extension, this should be clearly noted in all records and the learner should be made aware of that it has been recorded. This could lead to the learner not being able to achieve within the agreed timescale. The granting of an extension to an assessment deadline is at the discretion of the course tutor.

## Reassessment

If a learner is deemed to be Not Yet Competent at the end of a course, they will be subject to the chargeable Institute of Swimming Reassessment Process. The course tutor will complete an R1 form which will provide a clear indication of what element(s) have been referred accompanied with an individualised, time-bound action plan that guides the learner towards achieving competence.