



The Academy of Excellence in Music

www.axmusic.co.uk

AXMusic

Access to Fair Assessment Policy

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The purpose and nature of this document

This document sets out the assessment policy of AXMusic. The policy describes the overarching principles and processes of assessment when delivering any of the AXMusic products and is in addition to the criteria required under the best principles of quality assurance and equality and diversity.

The assessment policy outlines the principles with regard to:

1. Confidentiality procedures
2. Developing and supporting examiners
3. Grievance procedures
4. Procedure for assessment
5. Monitoring of examination practices

1. Confidentiality Procedures

All examiners are responsible for maintaining confidentiality in relation to documents they hold and produce as part of the examination process. This is even more apparent when consideration is given to the principles laid down in the Data Protection Act 1998 (see copy of AXMusic Data Protection Policy).

2. Developing and Supporting Examiners

2.1 AXMusic is committed to guiding, supporting and ensuring the professional development (including occupational updating) for all examiners.

All examiners must have sufficient occupational competence to ensure up-to-date working knowledge and experience of principles specified in the standards they are assessing. They must also have a sound knowledge of the content of the standards they are assessing and the examination requirements.

2.2 All examiners must have access or hold copies of the relevant AXMusic Syllabus standards and the AXMusic code of practice. They must also have access to all relevant AXMusic Policies and Procedures.

2.3 All new examiners, directly employed by or contracted to provide a service on behalf of AXMusic will be inducted into the role as required by the AXMusic Quality Assurance procedures. The lead Director (Chief Examiner) will also arrange to meet new assessors to explain the Quality Assurance system.

2.4 AXMusic will also complete an induction with the appropriate Internal Verifier using the Examiners Induction Pack.

2.5 All examiners are required to hold or be working towards (insert qualification) deemed valid by the AXMusic Board of Directors / **Assessment Centre**.

2.6 If an examiner has not achieved the specified qualification for their examination role, the Chief Examiner will agree a realistic target date and this will be recorded in their Continuous Professional Development plan. A qualified member of the examination team must validate and countersign all examination decisions.

2.7 Examination team members must complete their specified qualification in 12 months, from registration as an examiner.

2.8 It is the responsibility of individual examiners to provide a portfolio of Continuous Personal Development (CPD) which should include:

- An up-to-date C.V.
- A CPD log
- Relevant Certificates
- Records of written feedback from observations and sampling
- Examiner/Internal Verification meeting Notes

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- Reviews with the Chief Examiner

2.9 All examiners are responsible for maintaining and updating their own occupational competence as determined by the Board of Directors of AXMusic. This may involve participating in the following activities:

- Work placement
- Job shadowing
- Technical skill update training
- Attending courses
- Study related to job role

3. Grievance Procedure

If an examiner has a grievance against another team member or any other person working in the assessment centre, then he/she must adhere to the AXMusic Grievance Procedures.

4. Procedure for Examination

4.1 The procedure for examination is set out in the AXMusic syllabus and related Compose Play Live grade book/s and must be adhered to at all times.

5. Monitoring of Assessment Practices

5.1 All candidates registered with the centre have equal access to assessment and verification services.

5.2 AXMusic will monitor assessment practice to ensure that all examiners adhere to the standards of assessment and furthermore to ensure that candidates are aware of and satisfied with this process. All examiners are monitored to ensure that a sufficient number

make the same decision on the same evidence base. The Internal Verifier must monitor and give feedback to the assessor through:

- Observation
- Reviewing of examination records
- Feedback from candidates
- One to one supervision
- Standardisation meetings

5.3 The Internal Verifier standardises examination judgements to ensure that each examiner consistently makes valid decisions over time and with different candidates. Examiners must understand the necessary outcomes and what should be expected to meet the requirements

5.4 Examiners are required to attend meetings with the Internal Verifier for their programme that may include meetings with the Chief Examiner and commissioning customers where appropriate

5.5 Examiners are required to take part and contribute to standardisation activities organised by AXMusic.

Board of Directors

Name	Signature	Date
Rolf Brown		
Clark Ellis		

Anne Cleaton		
Phillip Harris		
Viv Lock		
Tony Phillips		
Mark Anderton		

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