



FAIR ASSESSMENT POLICY

Skin Aesthetics & Academy - Fair Assessment Policy
Policy Statement
Review Date: 13/6/27

Skin Academy is committed to ensuring all assessments of student work are conducted fairly, consistently, and in line with awarding body guidelines. Our goal is to ensure that every student is assessed solely on their performance, knowledge, and practical skills, without bias or disadvantage.

1. Aims of the Policy

- To provide fair, valid, and reliable assessment procedures.
- To ensure assessments reflect individual achievement.
- To provide clear criteria and guidance to all students and assessors.
- To uphold the standards required by awarding bodies and regulators.
- To support learners with equal opportunities in assessment.

2. Assessment Principles

All assessments at Skin Academy will:

- Be transparent: Students will be informed of assessment requirements and criteria in advance.
- Be consistent: Assessment methods and marking will be standardised across all trainers.
- Be objective: Judgments will be based solely on performance and evidence.
- Be inclusive: Reasonable adjustments will be made for learners with additional needs, in line with our Equality and Diversity Policy.
- Be supportive: Students will receive constructive feedback and opportunities to improve.

3. Types of Assessment

Students may be assessed using a variety of methods, including:

- Practical assessments and observations
- Written assignments or tests
- Oral questioning and professional discussions
- Portfolios of evidence
- Reflective journals

All assessments will align with the relevant qualification and unit standards.



4. Assessment Process

- Assessment Planning – Students will be informed in advance of what is being assessed and how.
- Assessment Delivery – Qualified assessors will observe and record evidence of competence.
- Feedback and Results – Students will receive timely and constructive feedback. All assessment decisions will be recorded.
- Opportunities for Resubmission – If a student does not meet the required standard, clear guidance will be given on how to improve, and one or more reassessment opportunities may be provided.

5. Appeals Procedure

If a student believes an assessment decision is unfair:

- They may submit a formal appeal within 7 days of receiving the result.
- The appeal will be reviewed by a senior assessor or internal verifier.
- The outcome will be communicated in writing within 15 working days.
- If unresolved, the student may escalate the appeal to the relevant awarding body.

6. Internal Verification

- Assessments will be subject to internal verification to ensure consistency and accuracy.
- Internal verifiers will sample assessed work and provide feedback to assessors.
- This process ensures standards are met and maintained across all qualifications.

7. Malpractice and Plagiarism

- All students must submit original work.
- Any form of cheating, copying, or misrepresentation will be investigated.
- Confirmed malpractice may result in disqualification or removal from the course.

8. Reasonable Adjustments and Special Considerations

- Reasonable adjustments will be made for learners with disabilities, learning difficulties, or temporary injuries.
- Students must inform the academy of any condition that may affect their ability to be fairly assessed.
- Special considerations (e.g., illness on the day of an assessment) will be handled in accordance with awarding body policies.

9. Policy Review

This policy will be reviewed annually and updated as required to reflect changes in regulations, awarding body requirements, or academy practices.