



Ethical Guidelines for Assessors Policy

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21

2. POLICY PRINCIPLES

- 2.1. Internal assessors are expected to be objective and impartial in their grading and review of learner assessments. Submissions must be graded using approved grading rubrics available to learners and assessors prior to assignment submission. Learners are to be assessed individually and on the quality of the work submitted. Assessors should never base a learners grade by comparison to another's work but on its own merit with reference to the required standards designated in the grading rubric.
- 2.2. All learner results, grades and feedback are deemed confidential and should only be communicated by the college to relevant stakeholders involved in the assessment process and ultimately the learner themselves.
- 2.3. Should a conflict of interest arise between an assessor and learner (e.g. dual relationship) assessors should immediately declare this to both the Programmes Office and the Programme Leader. In such cases an alternative first marker may be appointed if the Programme Leader deems it necessary.
- 2.4. Learner assessment must be consistent with module syllabus and stated learning outcomes.

3. ETHICAL PRINCIPLES

- 3.1. Fairness: Assessors are required to apply fairness across programmes, venues, subjects and learners. All learners work should be treated fairly with respect to learning outcomes based on objective assessment and not subjective experiences of those learners.
- 3.2. Consistency: Assessors should strive for consistency across modules, locations, programme cycles and years.
- 3.3. Objectivity: Assessment of learners should be with respect to stating learning outcomes and formative and summative assessment tools.
- 3.4. Confidentiality: All information relating to individual learners must be handled confidentially.
- 3.5. Declaring Interests: Interests which may be current, historical or material to assessors conducting their work which may be in conflict with previous ethical principles must be declared to the Head of Counselling & Psychotherapy at a minimum.
- 3.6. Avoiding conflicts of interest: Assessors should remain vigilant for the possibility of conflicts of interest e.g. having a financial interest in the institution and must be avoided.
- 3.7. Dual Relationships: should be avoided where possible e.g. where an assessor is a clinical supervisor of a learner.

4. LINKED POLICIES AND PROCEDURES

Linked Policies	Assessment of Learners Policy Ethical Guidelines for Assessors Policy Staff Recruitment, Management and Development Policy Learner Support Policy
Linked Procedures	Assessment of Learners Procedure Staff Recruitment, Management and Development Policy Ethical Guidelines for Assessors Procedure Learner Support Procedure