



Fair Access Policy

Version 1 January 2022 RG

Review date: January 2023

Introduction and Purpose

Marshall Assessment's (MA) Fair Access Policy sets out the policy and principles which ensure Apprentices undertaking End- Point Assessment (EPA) with Marshall Assessment can do so fairly and without barriers or restriction, regardless of any protected characteristic they may have. This policy is shared with our customers (Providers) alongside our Contract and Schedule document at initial engagement with MA.

Marshall Assessment will take steps to ensure that its End-Point Assessments do not inadvertently discriminate and lead a group of Apprentices who share a common attribute or circumstance to experience an unreasonable disadvantage. Marshall Assessment takes steps to ensure that assessment materials do not contain language or images that may discriminate or offend in any way. Any images, references, names, or other material used in the assessment process aim to be representative of the society that we live in and inclusive to all irrespective of age, gender, race, sexuality, or other distinction.

Marshall Assessment is committed to ensuring that:

- access guidance is regularly reviewed in response to new legislation, and/or new guidance relating to EPA
- there is adherence to fair access and equality legislation across all staff involved in the delivery of End-Point Assessments through rigorous IQA and regular standardisation
- our approved assessors, Internal Quality Assurers and internal EPA team, alongside assessment partners receive relevant information regarding fair access to assessment for all apprentices
- all MA End -Point Assessments are developed in a way to not disadvantage any apprentice with a protected characteristic, as far as is reasonably practicable. That is to reduce barriers to the assessment other than those directly related to the purpose of the assessment.
- Training Providers, Employers, and Apprentices are aware of how to request Reasonable Adjustments and Special Considerations for End-Point Assessments.
- all requested adjustments are reviewed fairly, in order make reasonable provisions to ensure apprentices have fair access to the components of their EPA so long as they do not undermine the stated purpose of the EPA.
- Apprentices, their Employer, or Training provider on their behalf, can apply for mitigating circumstances to be considered during Gateway using the Mitigating Circumstances application, or after the EPA as a Special Consideration if, for example, a temporary injury, illness, medical condition or events beyond their control affected their performance
- as part of the EPA standardisation process, the data related to achievements in EPAs will be monitored across a range of conditions for bias and feedback reviewed
- records of completion and update of Equality, Diversity and Inclusion training for all EPA contributors will be monitored and records maintained.
- equality training and guidance as appropriate is provided to our staff and is part of our induction training, as well as further on-going training and updates.
- providers and host locations responsible for facilitating end-point assessment venues should adhere to the requirements of this policy and our reasonable adjustments and special considerations policy.

All of our policies, including Fair Access and Reasonable Adjustments & Special Considerations and Mitigating Circumstances application are located on our website (<https://www.marshall-assessment.com/our-policies>) and are sign posted to all Providers at initial engagement on being sent our Terms and Conditions. They are also available in our MA internal SharePoint Policies folder for all MA staff to access.