

Fair Access to Assessment Policy

Centre Name: EWA Tracker Ltd

Version: 1.1 Date Reviewed: 02 February 2026

Next Review Due: February 2027



1. Purpose

EWA Tracker Ltd is committed to ensuring fair access to assessment for all learners, regardless of age, disability, gender, race, religion or belief, sexual orientation, or any other protected characteristic. This policy ensures that all learners have equitable access to assessment opportunities while maintaining the validity, reliability and integrity of assessment decisions.

2. Scope

This policy applies to all learners undertaking regulated and EAL-approved qualifications delivered by EWA Tracker Ltd, and to all staff involved in assessment, internal quality assurance, and administration.

3. Relevant Legislation and Guidance

This policy is informed by, and complies with, the following legislation and guidance: • Equality Act 2010 • SEND Code of Practice 2015 • Ofqual General Conditions of Recognition • Prevent Duty Guidance • Keeping Children Safe in Education (KCSIE) • EAL Reasonable Adjustments and Special Considerations Guidance

4. Communication, Training and CPD

All staff involved in assessment and quality assurance receive appropriate induction, training and ongoing CPD to ensure they understand: • fair access principles; • equality and diversity requirements; • identification of learner needs; • application of reasonable adjustments in line with awarding organisation guidance.

Records of training and CPD are maintained by the Centre.

5. Reasonable Adjustments and Special Arrangements

EWA Tracker Ltd recognises that some learners may require reasonable adjustments to remove barriers to assessment. Reasonable adjustments will be implemented where they: • do not compromise the validity of the assessment; • are appropriate to the learner's needs; • comply with EAL guidance.

Examples may include: • additional time; • adapted assessment materials; • alternative assessment methods where permitted; • use of assistive technology.

6. Procedure for Applying Fair Access

Learners are encouraged to disclose any support needs at the earliest opportunity. Requests for reasonable adjustments must be: 1. submitted in writing; 2. supported by appropriate evidence where required; 3. reviewed and approved by the Centre Manager in consultation with the IQA where necessary.

Approved arrangements are recorded and communicated to relevant staff.

7. Monitoring and Review

The effectiveness of this policy is monitored through: • learner feedback; • IQA sampling of assessment decisions; • EQA reports and action plans; • review of complaints and appeals. Any issues identified are addressed promptly and corrective action taken.

8. Fair Access Monitoring

The Centre monitors fair access to assessment to ensure that no learner group is disadvantaged.

This includes: • review of reasonable adjustment requests and approvals; • IQA sampling of assessment decisions for consistency and fairness; • analysis of learner feedback and complaints; • review of EQA feedback and compliance actions.

9. Roles and Responsibilities • Centre Manager: Overall responsibility for fair access compliance and approval of reasonable adjustments. • Assessors: Identification of learner needs and

implementation of approved arrangements. • IQA (including subcontracted IQA): Monitoring consistency, validity and fairness of assessment decisions. • Learners: Disclosure of support needs in a timely manner.

10. Policy Review

This policy is reviewed annually, or sooner if required by changes in legislation, awarding organisation requirements, or regulatory guidance.

Approved by: Centre Manager, EWA Tracker Ltd