

HiQual UK

ASSESSMENT AND ASSESSMENT INTEGRITY POLICY

HQUK-POL-AI-001

Document Control Item	Details
Organisation	HiQual UK
Policy Title	Assessment and Assessment Integrity Policy
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Policy Owner	Head of Quality Assurance
Approved By	HiQual UK Academic and Standards Committee
Review Cycle	Annual, or earlier where regulatory, qualification, assessment or organisational changes require review
Classification	Public Policy
Applies To	Learners, Approved Centres, Assessors, IQAs, tutors, invigilators, moderators, assessment developers, quality assurance personnel, governance committees and relevant contractors

Framework for valid, reliable, fair, secure and authentic assessment

1. Purpose

HiQual UK is committed to assessments that accurately measure the knowledge, skills and understanding specified by each qualification. This policy establishes the principles and controls for assessment design, development, delivery, authentication, marking, moderation, quality assurance, results and the prevention and management of assessment malpractice.

2. Scope

This policy applies to all assessments used by HiQual UK and its Approved Centres, including examinations, controlled assessments, assignments, practical assessments, observations, portfolios, projects, interviews, oral assessments, digital assessments and other approved assessment methods.

3. Regulatory Framework

Where HiQual UK offers regulated qualifications, assessment arrangements will be designed and operated consistently with applicable Ofqual requirements. Ofqual Condition G1 requires assessment content to be fit for purpose, appropriate to the assessment method and consistent with the qualification specification. Ofqual also requires regulated awarding organisations to comply with the General Conditions on an ongoing basis.

4. Assessment Principles

Assessment must be valid, reliable, fair, accessible, authentic, secure, manageable and proportionate. It must enable learners who have attained the required knowledge, skills and understanding to demonstrate that attainment and must support accurate differentiation between levels of performance. Ofqual Condition G9 reflects these principles for assessment delivery.

5. Assessment Design

Each assessment must be aligned with the approved qualification specification, learning outcomes and assessment strategy. Assessment content must be appropriate to the method, sufficiently demanding for the intended level, understandable to learners and capable of being completed within the specified conditions and time.

6. Assessment Validity

HiQual UK will ensure that assessments measure the intended construct and do not introduce irrelevant barriers that make it easier or harder for particular learners to demonstrate the required standard. Accessibility should be considered during assessment design rather than relying only on adjustments after design.

7. Assessment Reliability and Consistency

Assessment decisions must be sufficiently consistent to support reliable outcomes. HiQual UK will use appropriate assessment criteria, marking schemes, exemplars, assessor guidance, standardisation, moderation, sampling and quality assurance.

8. Assessment Security and Confidentiality

Assessment materials must be protected against unauthorised access, copying, alteration, disclosure or premature release. Access will be limited to authorised personnel on a need-to-know basis. Ofqual Condition G4 requires reasonable steps to maintain confidentiality where necessary to ensure assessment accurately measures attainment.

9. Assessment Development

Assessment developers must have appropriate subject and assessment expertise. New or materially revised assessments will undergo documented quality assurance before use. Where appropriate, independent review and pre-release checking will be undertaken.

10. Assessment Conditions

Learners must complete assessments under the conditions specified by the qualification and assessment materials, except where an approved Reasonable Adjustment or Special Consideration applies. Ofqual Condition G8 requires awarding organisations to take reasonable steps to ensure learner evidence is generated by the learner and required conditions are followed.

11. Authentication of Learner Evidence

HiQual UK and Approved Centres must have effective arrangements to confirm that submitted evidence represents the learner's own work, except for clearly identified and permitted collaborative work. Authentication may include declarations, supervised assessment, questioning, observation, version history, oral verification, sampling and other proportionate methods.

12. Use of Artificial Intelligence

Where assessment rules permit or prohibit generative AI, the rules must be stated clearly to learners and centres. Where AI use is prohibited or restricted, centres must take reasonable steps to authenticate learner work and investigate credible concerns. Where AI is expressly permitted, assessment design must specify acceptable use and the learner's responsibility for the accuracy and ownership of submitted work.

13. Plagiarism, Collusion and Unauthorised Assistance

Learners must not plagiarise, collude improperly, impersonate another person, obtain unauthorised assistance, submit another person's work as their own, fabricate evidence or otherwise gain an unfair advantage. HiQual UK will provide clear guidance on prohibited conduct.

14. Assessment Malpractice

Assessment malpractice includes behaviour that could compromise the integrity, validity, reliability or fairness of an assessment. Examples include cheating, plagiarism, collusion, impersonation, use of prohibited materials or devices, unauthorised assistance, tampering with assessment evidence, leaking confidential materials and deliberate falsification of assessment records.

15. Centre and Staff Malpractice

Malpractice may also be committed by centre staff, assessors, tutors, invigilators or other personnel. Examples include coaching during controlled assessment, falsifying assessment evidence, inappropriate assistance, compromising confidentiality, fabricating records, altering marks improperly or failing to report known malpractice.

16. Preventing Malpractice

HiQual UK will identify assessment-integrity risks and take reasonable steps to prevent malpractice. Controls may include secure assessment materials, clear rules, trained personnel, invigilation, identity checks, secure systems, authentication, centre monitoring, second checks and investigation procedures. Ofqual Condition A8 requires reasonable steps to prevent malpractice and maladministration and to investigate credible allegations.

17. Assessment Delivery

Every assessment must be delivered effectively and efficiently. Delivery arrangements must preserve assessment security, permit appropriate reasonable adjustments, enable authentication and support accurate and consistent differentiation.

18. Reasonable Adjustments

HiQual UK will maintain clear arrangements for reasonable adjustments and will ensure that adjustments allow eligible disabled learners to demonstrate the required knowledge, skills and understanding without changing the competence being measured. Ofqual Condition G6 requires clear published arrangements for reasonable adjustments.

19. Special Consideration

Special consideration may be applied where a learner has experienced an illness, injury or other event outside their control that materially affects assessment. Decisions must be evidence-based, proportionate, consistent and recorded.

20. Assessor Competence

Assessors must be appropriately competent for the qualification and assessment method. HiQual UK will define relevant competence requirements and may require training, standardisation, observation, sampling or continuing professional development.

21. Marking

Marking must be based on approved criteria and assessment materials. Assessors must apply criteria consistently and must not allow personal preference, bias or irrelevant information to influence decisions. Ofqual Condition H1 requires effective arrangements so that assessment criteria are understood and accurately applied.

22. Standardisation

Where more than one assessor is involved, HiQual UK or the Approved Centre will use appropriate standardisation to promote consistent interpretation and application of assessment criteria. Standardisation should be completed before or during the assessment cycle as appropriate.

23. Moderation and Quality Assurance

Where applicable, moderation and internal quality assurance will be used to check the consistency and appropriateness of assessment decisions. Sampling must be proportionate to risk and sufficient to identify systematic issues.

24. Centre Assessment Standards Scrutiny

For centre-assessed components, HiQual UK may undertake sampling, moderation or other scrutiny to ensure that standards are maintained. Where issues are identified, corrective action, additional sampling, assessor retraining or other controls may be required.

25. Assessment Records

Assessment evidence, marks, feedback, authentication records, adjustment decisions, moderation records and other relevant evidence must be retained securely for the period specified by HiQual UK and applicable regulatory requirements.

26. Results and Certification

Results must accurately reflect the assessment decisions and approved qualification rules. No result or certificate may be issued where required evidence or quality assurance has not been satisfactorily completed, subject to approved procedures and regulatory requirements.

27. Suspected Assessment Irregularity

Any suspected breach of assessment conditions, security, authenticity or assessment procedures must be reported promptly through the relevant HiQual UK or centre route. Evidence must be preserved and the matter must not be informally resolved in a way that compromises fairness or investigation.

28. Investigation of Assessment Malpractice

Credible allegations will be investigated fairly, proportionately and consistently under the HiQual UK Malpractice and Maladministration Policy. Where appropriate, assessment results may be withheld pending investigation and risk controls may be applied.

29. Consequences of Malpractice

Where malpractice is established, HiQual UK may take proportionate action including rejection of evidence, cancellation or amendment of results, restrictions on assessment, centre sanctions, assessor action, withdrawal of certificates where permitted, referral to regulators or other appropriate action.

30. Appeals and Review

Learners and other affected parties will have access to relevant appeal or review arrangements where decisions are subject to appeal. Appeals must be considered independently and fairly, with appropriate records maintained.

31. Conflicts of Interest

Personnel involved in assessment development, delivery, marking, moderation or investigation must declare actual, potential or perceived conflicts of interest. Appropriate mitigation or independent personnel will be used where required.

32. Equality and Fairness

Assessment must not unfairly disadvantage learners because of protected characteristics or other irrelevant factors. HiQual UK will design assessments to be accessible to the widest appropriate range of learners and will make reasonable adjustments in accordance with its published arrangements.

33. Digital and Online Assessment

Where assessments are delivered digitally, HiQual UK will apply proportionate controls for identity, access, security, authentication, system availability, data protection, technical incidents and evidence preservation.

34. Assessment Incidents

Assessment incidents may include paper or material breaches, technology failures, loss of evidence, unauthorised access, incorrect instructions, security incidents or other events that could affect learner outcomes. HiQual UK will assess the potential adverse effect and take prompt corrective and mitigating action.

35. Centre Responsibilities

Approved Centres must follow HiQual UK assessment requirements, maintain secure assessment arrangements, use competent personnel, authenticate learner evidence, report suspected malpractice and retain required records. HiQual UK will monitor centres and take action where requirements are not met.

36. Learner Responsibilities

Learners must follow assessment instructions, comply with assessment conditions, submit authentic work, disclose permitted collaboration or assistance as required, observe confidentiality and report material assessment irregularities through the appropriate route.

37. Quality Assurance Monitoring

HiQual UK will monitor assessment performance, marking patterns, appeals, malpractice, reasonable adjustments, special consideration, centre performance, assessor performance and other relevant data to identify risks and opportunities for improvement.

38. Risk-Based Approach

Assessment integrity controls will be proportionate to the risks associated with the qualification and assessment method. Higher-risk assessments may require enhanced security, supervision, authentication, moderation or sampling.

39. Continual Improvement

Findings from assessment reviews, incidents, appeals, complaints, malpractice investigations, centre monitoring, learner feedback and external or regulatory feedback will be used to improve assessment design and integrity controls.

40. Governance and Responsibilities

The Board provides overall governance oversight. The Academic and Standards Committee oversees academic and assessment standards. The Head of Quality Assurance coordinates policy implementation and monitoring. Qualification and assessment developers design assessments. Assessors mark evidence. IQAs and moderators conduct quality assurance. Approved Centres ensure compliant delivery.

41. Policy Exceptions

Any exception must be justified, documented and approved by the appropriate authority. No exception may compromise assessment validity, learner fairness, qualification standards or mandatory regulatory requirements.

42. Related Policies and Procedures

This policy should be read alongside: Academic Governance Policy; Quality Assurance Policy; Qualification Development, Approval & Review Policy; Malpractice and Maladministration Policy; Equality, Diversity & Inclusion Policy; Reasonable Adjustments and Special Consideration Policy; Appeals Policy; Complaints Policy; Data Protection & UK GDPR Policy; Centre Recognition Policy; Centre Monitoring Policy; Conflicts of Interest Policy; Records Management and Retention Policy.

43. Document Control

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Organisation	HiQual UK
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44. Version Control

Version	Date	Description of Change	Author	Approval
1.0	1 June 2026	Initial publication of HiQual UK Assessment and Assessment Integrity Policy	Sarah Williams, Head of Quality Assurance	Academic and Standards Committee

45. Policy Statement

HiQual UK will maintain assessment arrangements that are valid, reliable, fair, accessible, secure and authentic. Assessment decisions must accurately reflect the level of attainment demonstrated by learners.

HiQual UK will take reasonable steps to prevent assessment malpractice, protect assessment materials, authenticate learner evidence, monitor centres and assessors, investigate credible concerns and take proportionate action where assessment integrity is compromised.

END OF POLICY