



**C. S. TODD**  
**& ASSOCIATES LTD**

*Fire Safety Consultants*

## **Assessment Policy**

This policy should be read in conjunction with the Special Considerations Policy and the Special Educational Needs and Disabilities (SEND) Policy, Including Reasonable Adjustments.

C.S.Todd & Associates Ltd (CSTA) will use an open book assessment to assess critical application of the course material. It will test understanding of what delegates have learnt and their application of that knowledge.

Open book assessments permit delegates to access learning materials during the time allocated for that assessment. Delegates will be able to refer to their notes, books and other resources that they have available to answer the questions. This does not mean that the assessment will be easier or require less preparation.

Delegates are expected to complete the assessment independently and not confer with anyone during the assessment.

They must not make copies of any of the assessment questions (either written or screenshot).

They must not share the details of this assessment with anyone.

They must not approach or ask anyone for support with their assessment.

Mobile phones are not permitted to be used during the assessment.

### **Marking**

Assessment papers will be marked by a specialist trainer or external provider who are competent in the subject matter. A sample of assessment papers will be IQA'd by the Director of Specialist Training.

### **Results**

Assessment results will be claimed via FireQual portal and successful delegates will be notified and receive a certificate.

#### **C.S. Todd & Associates Ltd**

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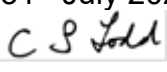
Registered Office: Hutton Roof, Eglinton Road, Rushmoor, Farnham, Surrey GU10 2DH. Registered in Cardiff No. 2189901



Certificate Number 860  
ISO 9001

Any delegate who fails an assessment will be offered mentoring and the opportunity to resit.

Date: 31<sup>st</sup> July 2024

Signature: (if needed) 

Name: Colin Todd  
Position: Managing Director