

**ALPHA TRAINING**  
**ASSESSMENT PROCESS**



There are various ways that you will be assessed during your time working towards your NVQ. These are as follows:

1. Observation - when you will be observed in a natural working environment, practically.
2. Oral Questioning – when you will answer questions that have been asked by the assessor in a controlled environment.
3. Written Questions – when you will answer questions on a written paper in a controlled environment.
4. Assignments – when you will be expected to complete a set assignment to assist with completing certain units.

**Before assessment takes place you will agree with your tutor or assessor when you feel ready to take the assessment. The tutor or assessor will make you aware of what the assessment involves in order that you will be fully prepared.**

**An agreed date, time and type of assessment will be recorded. After the assessment has taken place, feedback will be given as soon as possible regarding the assessment and any decisions made. i.e. pass or referral.**

**These will also be recorded for future reference. Should you disagree with the outcome of your assessment you may refer to the Alpha Training's Appeals Procedure which is part of your 'handbook'.**