

# **RECAO Policy Document Centre Assessment Standards Scrutiny (CASS)**

## Document Reference Table

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12/11/2024	SC	Contents Page 5 6	Updated to reflect addition of section 6. Appeals section amended to include a statement on charging. Next steps section added to document.

# Introduction

The Recruitment and Employment Confederation Awarding Organisation (RECAO) is a Regulated Awarding and End Point Assessment Organisation offering qualifications and end point assessments linked to the recruitment sector.

At the RECAO we understand how important it is to have a clear and understandable approach to the delivery of our qualifications and end-point assessments.

This document sets out our Strategy for Centre Assessment Standards Scrutiny (CASS), our expectations of the Centres who deliver qualifications that are within scope of CASS, and includes our approach to centre marked assessments, how we monitor them and how we will decide whether we will scale our controls up or down.

It also sets out what action we may take should we discover an issue with centre marking and what you can expect from us when we review centre assessment.

It should be noted that most of our centres will not see a change from our current arrangements.

If you have any questions about this document and our approach to CASS, please email [centres@rec.uk.com](mailto:centres@rec.uk.com).

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# What is CASS?

Regulated Awarding Organisations have an obligation to ensure the highest standards in centre assessment decision making.

The Centre Assessment Standards Scrutiny Strategy (CASS) requires all Regulated Awarding Organisations to publish this strategy and set out the approach they are taking to monitor centre-based assessments and decision making.

## Definition of CASS

The Office of Qualifications and Examinations Regulation (Ofqual) define CASS within the General Conditions of Recognition, through the Ofqual Handbook, as follows:

### Centre Assessment Standards Scrutiny

The process through which an awarding organisation –

- a) periodically scrutinises the marking of assessments by a Centre to ensure that it has not deviated from required standards,
- b) considers whether it is appropriate to correct any mark and, if appropriate, corrects that mark (including where changes are required under Condition H2.5(b)),
- c) in line with Condition H6.3(b), considers whether it is appropriate to correct any incorrect result and, if appropriate, corrects that result, and
- d) takes action to prevent such deviation from recurring.

## Our Approach to CASS

The RECAO offer the following qualifications from level 2 to level 5, listed below with the associated assessment methodologies.

### 1. Our Qualifications

- **Level 2 Certificate in Recruitment Resourcing (RQF)**  
Learners taking this qualification are assessed via AO Marked Examination
- **Level 2 NVQ Certificate in Recruitment Resourcing (RQF)**  
Learners are assessed via a Portfolio of Evidence internally assessed/verified and externally verified by the AO
- **Level 3 Certificate in In-house Recruitment**  
Learners taking this qualification are assessed via AO Marked Examination
- **Level 3 Certificate in Recruitment Practice (RQF)**  
Learners taking this qualification are assessed via AO Marked Examination
- **Level 3 NVQ Diploma in Recruitment (RQF)**  
Learners are assessed via a Portfolio of Evidence internally assessed/verified and externally verified by the AO
- **Level 4 Diploma in Recruitment Management (RQF)**  
Learners taking this qualification are assessed via AO Marked Examination and/or Project
- **Level 4 NVQ in Recruitment (RQF)**  
Learners are assessed via a Portfolio of Evidence internally assessed/verified and externally verified by the AO
- **Level 5 Diploma in Recruitment Leadership (RQF)**  
Learners taking this qualification are assessed via AO Marked Examination and/or Project

## 2. End Point Assessments (EPA)

EPAs are not covered by the CASS Strategy, however, to ensure that apprentices meet the requirements of the end-point assessment, each Professional Discussion and Project are marked and assessed by our dedicated EPA Assessor and reviewed by our Internal Quality Assurer (IQA).

## 3. Assessment Types

We assess our qualifications using a variety of methods:

- **Portfolio of Evidence:** All portfolios are internally marked and verified by the Centre and Externally verified by RECAO EQA's prior to certification.

We currently operate a 100% EQA verification process, with all portfolios reviewed before certification.

This approach is subject to regular review but will continue for the foreseeable future.

- **Project:** All projects are externally set with guidelines by the RECAO. Once submitted RECAO examiners mark 100% of projects and moderate via committee before awarding.
- **Examination:** All our examinations are externally set by our team of Examiners and delivered online via our Assessment System and proctored using a specialist proctoring (online invigilation) system.

To reduce the likelihood of collusion, malpractice and plagiarism, examinations currently take place on one of four examination days held on the first Thursday of February, May, August, and November each year.

Awarding takes place 6 weeks after each examination during which time standardisation and moderation exercises are complete by RECAO examiners.

As an organisation we have recognised the value of offering a flexible approach to taking our examinations and the online proctoring system fully controls the examination process whilst allowing the candidate the flexibility to take their exam at a time and location that suits them on the examination day.

Each examination is watched live by the proctor, recorded, and reviewed by an auditor. Recordings are available for review by us once the auditor has completed their checks, with a flagging system to notify us of any potential issues.

Each recording is accessible for a period of four weeks following the examination before it is archived. With all archived videos deleted after six months from the examination date.

Any examinations flagged for investigation can be downloaded and kept indefinitely.

## Direct Claim Status (DCS)

RECAO does not currently permit DCS to centres offering our qualifications.

## Identified Errors in Assessment

During the external verification process, if an error(s) in a centre assessment judgement is identified, the external verifier will highlight the error(s) and raise it with the IQA. An action plan to correct any errors, re-

assess the learners and implement changes to ensure that the error cannot be replicated in the future will also be agreed. Re-assessed assessments will be subject to further internal and external verification scrutiny.

The IQA will notify us of any identified issue and the agreed action(s) and agreed action plans will be actively monitored by the IQA and AO to ensure completion.

In the event we identify an incorrect centre assessment judgement(s) and/or verification decisions, after results and certificates had been issued, we will correct the identified issue and review all other learners who may have been affected by the same issue.

It is important to note that corrections to assessment judgements can result in positive or negative changes to a learner's results. Where an error has moved a learner from a fail to a pass or pass to a merit/distinction we will issue a new certificate reflecting the change that has been made.

In cases where the change results in a lower mark or moves the learner from a pass to a fail, it may be necessary to revoke any certificates that were issued incorrectly, however, decisions regarding rescinding certificates will be made on a case by case basis.

#### **4. Notifying the Regulator**

In some instances, where the issue could result in an Adverse Effect, we will notify the Qualifications Regulator, Ofqual.

Where this approach is necessary, all RECAO staff, Centres, Centre Staff and Learners are required to fully co-operate with the investigation and any subsequent actions or requirements.

#### **5. Appeals**

If you are unhappy with our decision regarding the application of Reasonable Adjustments or Special Consideration, you may submit an appeal.

For information about appeals, please refer to the Results Enquiries and Appeals Policy available on our website: <https://www.rec.uk.com/about-the-rec/awarding-organisation>.

Please be aware that the appeals process is subject to additional charging, refunded should the appeal be successful.

#### **6. Next Steps**

If, after fully exhausting the appeals process, any candidate or centre remains unhappy with the outcome and decision relating to the application of CASS, they may contact our Qualifications Regulator, Ofqual.

For more information about Ofqual please visit: <https://www.gov.uk/government/organisations/ofqual>

Contact Details:

Ofqual

Earlsdon Park

53-55 Butts Road

Coventry

CV1 3BH

Email: [public.enquiries@ofqual.gov.uk](mailto:public.enquiries@ofqual.gov.uk)

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