

# Code of Conduct for Assessments

## Introduction and scope




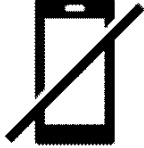
1. progress minded is an Assessment Organisation (AO) recognised by Ofqual.
2. As a recognised AO, progress minded is subject to external quality assurance by Ofqual on behalf of the Department for Education.
3. Assessments are also delivered in accordance with UK Equalities Law.
4. progress minded aims to ensure that equality of opportunity is promoted in access to apprenticeship assessments and that unlawful or unfair discrimination, whether direct or indirect, is eliminated.
5. The purpose of this policy is to set the standards of behaviour that must be met by all involved in the assessment process.

## Standards of conduct

6. The standards expected of Assessors, Apprentices, and Delivery Teams include:
  - a. Compliance with all policies, procedures, rules, regulations, and contracts
  - b. Compliance with all laws and legislation
  - c. Compliance with all reasonable and lawful instructions given on behalf of progress minded
  - d. Devotion of the stakeholder's entire time, attention, and skills during the assessment process
  - e. To be honest and fair in dealings with other stakeholders during the assessment process and treat everyone with courtesy and respect
  - f. To work in a safe and compliant manner, and to observe all workplace health and safety rules and responsibilities
  - g. To not make any statements to the media or public platform that would jeopardise or infringe on the integrity of the assessment decision(s) and assessment process
  - h. To maintain the confidentiality of all information, assessment materials and activities, records and other materials required for the assessment process
  - i. To not engage in any conduct that may damage the reputation or property of progress minded or impact the assessment process or assessment decision(s)
  - j. To not use, or attend an assessment whilst affected by the use of drugs, alcohol, or cigarettes
  - k. To not discriminate on the basis of personal characteristics, including, but not limited to, sex, race, disability, age, or sexual orientation
  - l. To ensure and maintain punctuality
  - m. To dress in an appropriate manner and to ensure that appearance is presentable, clean, neat, and tidy
  - n. At all times, behave in a way that upholds the values of progress minded Assessments and the integrity of the assessment process and assessment decision(s)
  - o. Reporting any conduct of other stakeholders whom are in breach of any of the above, or potentially in breach of any of the above, without delay

## Hints and tips for Assessors

### Skills Test and Practical Assessments

 <p>You must be present throughout the assessment. Whilst the assessment is taking place, you must have sight of apprentice's activities and stay focused only on the assessment.</p>	 <p>You must ensure that the assessment timings match that of the assessment plan requirements. You must record the start and stop times for all periods of the assessment.</p>
 <p>Be professional at all times. No smoking or vaping during the assessment, be careful with your language, minimise swearing, and keep noise / volume at low levels to not distract others. <b>If the apprentice does not demonstrate professional behaviour at any point, a first warning must be given. If this continues, the assessment must be ended.</b></p>	 <p>No phones, smartwatches or other electronics are permitted during the assessment. Collect all devices at the start of the assessment and keep these safe. <b>This applies to both apprentices and the assessor. If an apprentice is caught with an electronic device, this must be collected. If this happens again, the assessment must be ended.</b></p>

## Hints and tips for Apprentices

### Skills Test and Practical Assessments



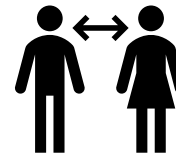
Comply with all Health and Safety rules and be vigilant to others, equipment, and your surroundings. Follow all instructions that have been given and raise any concerns with your assessor.



No phones, smartwatches or other electronics are permitted during the assessment. All devices must be handed in to the assessor at the start of the assessment.



Be professional at all times. No smoking or vaping during the assessment, be careful with your language, no swearing, and keep noise / volume at low levels to not distract others.



Stay focused on your assessment and own work. Do not help or support other apprentices, and do not cause distractions for others. No copying others' work or activities.

## Hints and tips for Assessors

### Professional Discussions and Interviews



You must stay focused on the discussion. You can rephrase questions if the apprentice does not understand but do not support, lead, or give answers.



Remember to check the apprentice's ID. We need to verify the identity at the start of the assessment. ID must be showing a photograph and the apprentice's name clearly.



Be professional at all times. No smoking or vaping during the assessment, be careful with your language, no swearing, and keep noise, volumes, and distractions to a minimum.

**If the apprentice does not demonstrate professional behaviour at any point, a first warning must be given. If this continues, the assessment must be ended.**



No phones, smartwatches or other electronics are permitted during the assessment. Ensure that all devices are turned off at the start of the assessment.

**This applies to both apprentices and the assessor. If an apprentice is caught with an electronic device, this must be collected. If this happens again, the assessment must be ended.**

## Hints and tips for Apprentices

### Professional Discussions and Interviews



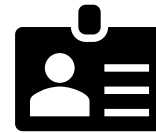
Lead the discussion and be detailed in your responses – this is your time to shine. If you do not understand a question, ask if it can be repeated or rephrased.



No phones, smartwatches or other electronics are permitted during the assessment. All devices must be turned off at the start of the assessment.



Be professional at all times. No smoking or vaping during the assessment, be careful with your language, no swearing, and keep noise, volumes, and distractions to a minimum.



Remember to bring and show your ID. We need to verify your identity at the start of the assessment. ID must show a photograph and your name clearly.

## Version control

Version	Date	Change	By whom
V2.0	07.07.2025	Add a version control table. Updated terminology in line with funding rules 2025. Updated document formatting.	Cherie Heaven Owen Twidale