

Access to Fair Assessment Statement

Policy creator: Tracey Costello

Policy reviewed: 24/10/2024

Centre Name	Cambian Wing College
Centre Number	55108
Date procedure first created	14/05/2021
Current procedure reviewed by	Magdalena Lawrence
Current procedure approved by	Cassandra Pollitt
Date of next review	30/11/2025

Key staff involved in the policy

Role	Name
Exams Officer	Tracey Costello
Senior Leader(s)	Magdalena Lawrence
Head of Centre	Cassandra Pollitt
Other staff (if applicable)	Not Applicable

Please read this policy in conjunction with the policies listed below:

- Complaints and Appeals Procedure
- Non-Examination Assessment Policy
- Exams Policy
- Policy and Procedure on Equality and Diversity

1. Statement of Assessment

- We aim to provide a variety of qualifications that provide all students with the opportunity to achieve their full potential by the most appropriate and direct route.



- Our Fair Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness.
- We will endeavour to ensure that the assessment processes are implemented in a way that is fair and non-discriminatory. This policy applies equally to the internal assessment of students' work and to the assessment of work that is linked to external qualifications.

2. Access

Pupils are made aware of the existence of this policy and have open access to it. It can be found in the school policy file and also on our internal IT System. A hard copy is available from the Examinations Officer.

All staff and students are made aware of the contents and purpose of this policy.

3. What students can expect from us

- We aim to ensure that all assessment/moderation of work is carried out fairly and in keeping with the awarding bodies requirements.
- All portfolio based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.
- Internal assessments will be carried out fairly and according to awarding body instructions.
- Externally marked tests and exams will follow the requirements of the awarding body.
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- We aim to ensure that all assessment of students' work not directly linked to an accredited qualification is carried out using fairly using clear criteria and following the College's policies.

4. Students can also expect:

- To be fully inducted onto a new course and given information that can be shared with parents and carers.
- Learning outcomes, performance criteria and other significant elements of learning and assessment to be made clear at the outset of the course and when assignments are set.
- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- All work to be marked within two weeks of submission by the student.
- All work to be considered for moderation must be students own work.
- Where a student has additional needs, allowable support strategies for external assessments will be put in place in accordance with guidance from the relevant awarding body.
- Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

5. Cheating and Plagiarism (See also the Malpractice, Maladministration and Plagiarism Policy)

A fair assessment of student's work can only be made if that work is entirely the student's own. Therefore students can expect senior staff and, in the case of accredited qualifications, an awarding body to be informed if:

- They are found guilty of copying, giving or sharing information or answers, unless part of a joint project
- They use an unauthorised aid during a test or examination
- They copy another student's answers during a test or examination
- They talk during a test or examination.

All allegations of cheating and plagiarism will lead to a full investigation which, where relevant, will follow the guidance of the relevant awarding body. If a student feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Complaints and Appeals Procedure.

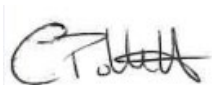
6. Policy amendment

This policy may only be amended or withdrawn by Cambian Wing College. This policy is reviewed annually and may be revised more frequently in response to feedback from students, teachers, parents/carers and external organisations.

This Policy has been approved by the Cambian Wing College:

Head of College

Signed:



Name: Cassandra Pollitt

Date: 01/11/2024

Head of Education

Signed



Name: Magdalena Lawrence

Date: 01/11/2024

Examinations Officer

Signed:



Name: Tracey Costello

Date: 01/11/2024

Please note that a signed copy of this agreement is available from the Examinations Officer.