

Fair Assessment Policy

December 2020

Policy/Statement: Fair Assessment Policy	Responsibility: MMO	Date Agreed: December 2020 Review Date: December 2021
--	------------------------	--

To be used with the following policies: Assessment Policy	Named Responsibilities:
---	--------------------------------

1. Aims

We aim to provide a variety of qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate and direct route. Our 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 which is fair and non-discriminatory.

2 Access

Pupils are made aware of the contents of this policy and have access to it via the school website. All staff are made aware of the contents and purpose of this policy. This policy is reviewed annually and may be revised in response to feedback from pupils and their parents, staff and external organisations.

2.1 We will:

- ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements
- ensure that all portfolio-based work will be assessed fairly against the qualification standards. Teachers involved with assessment will be fully trained
- ensure that internal assessments are carried out fairly, in accordance with the awarding body's instructions.
- Ensure that externally marked tests and exams will be conducted in accordance with the requirements of the awarding body.

2.2 Pupils can expect:

- to be fully inducted onto any new course and access information that can be shared with parents and carers via the school's online portal
- to be given appropriate assessment opportunities during a course, with feedback from teachers regarding the quality of the work
- that learning outcomes, performance criteria and expectations for learning and assessment are made clear at the start of the course. Such criteria will also be established with each assignment
- that all work will be marked within the time period stated when set

Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

3 Cheating and Plagiarism

A fair assessment of a pupil's work can only be made if that work is entirely the pupil's own. Therefore, pupils can expect an awarding body to be informed if:

- they are found guilty of copying or sharing information and answers (unless they are working jointly as part of a group project)
- they use an unauthorised aid during a test or examination
- they copy another pupil's answers during a test or examination
- they attempt to communicate with other pupils during a test or examination

All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant awarding body.

If a pupil feels that they have been wrongly accused of cheating or plagiarism, they should be referred to the Internal Appeals Procedures Policy.

4 Access Arrangement: Reasonable Adjustments and Special Consideration

A candidate's access arrangements requirement will be determined by the school's SENCO in conjunction with external professionals and following consultation with a pupil's current mainstream school (where a pupil may be dual-registered).

The exams officer is responsible for:

- Ensuring there is appropriate evidence for access arrangements
- Submitting access arrangement applications to the awarding bodies

- Rooming for candidates with access arrangements
- Organising invigilation and support for access arrangements