

WARWICKSHIRE ADULT AND COMMUNITY LEARNING

Access for Fair Assessment Policy

Policy Statement

The Warwickshire Adult and Community Learning Service aims to offer a variety of qualifications which 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 assessment processes are implemented in a way which is fair and non-discriminatory.

The policy applies equally to the internal assessment of students' work and to the assessment of work that is linked to external qualifications.

Access

Learners are made aware of the existence of this policy and have open access to it. It can be found online at

<https://www.warwickshire.gov.uk/adult-community-learning-5/adult-community-learning-term-dates/4>.

Staff and learners are made aware of the contents and purpose of this policy.

What learners can expect from us

- We aim to ensure that all assessment of work towards accredited qualifications is carried out fairly and in keeping with the awarding organisation's requirement
- All portfolio-based work will be assessed fairly against the qualification standards and tutors involved will be fully trained.
- Internal assessments will be carried out fairly and according to awarding organisation instructions.
- Externally marked tests and exams to follow the requirement of the awarding organisation.
- We aim to ensure that all assessment of learner's work not directly link to an accredited qualification is carried out fairly using clear criteria and follow the Service's policies.

Learners can also expect

- To be fully inducted onto a new course
- 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.

Access to Fair Assessment Policy v2	08/09/2022	To be reviewed: 30/9/2023
Reviewed by	Chris Osborne	1

- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- All work to be marked within 2 weeks of submission by the learner
- Where a learner has additional needs, allowable support strategies for external assessment will be put in place in accordance with guidance from the relevant awarding organisation.
- Where equivalents and exemptions can be applied the Service will ensure this is pursued with the relevant awarding organisation.

Cheating and Plagiarism

A fair assessment of learner's work can only be made if that work is entirely the learner's own. Therefore learners can expect senior staff and, in the case of accreditation qualifications, an awarding organisation 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 learner'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 organisation.

If a student feels that they have been wrongly accused of cheating or plagiarism they should be referred to the Complaints Policy.

Access to Fair Assessment Policy v2	08/09/2022	To be reviewed: 30/9/2023
Reviewed by	Chris Osborne	2