

# Access to Fair Assessment Policy

## Inclusion Hampshire



**Approved by:** Senior Leadership Team

**Date:** 2nd October 2020

**Signed by:**

A handwritten signature in black ink, appearing to be "LW", is written over a light grey background.

**Position:** CEO

**Last reviewed:** October 2020

**Next review due:** October 2021

### Monitoring arrangements

All Policies relating to the delivery of assessments and examinations will be reviewed each Autumn term in line with the Awarding organisations latest guidance and approved by the Senior Leadership Team.

## Learners Identification:

As all learners are referred by a school or Local Authority, where they remain on roll, their identity is confirmed as being true by nature of the referral. Familiarity of all learners ensures that it is themselves that undertake any assessment or examination at their time at the centre. Any queries relating to a learners identity or age will be directed in the first instance to the referring organisation.

## Statement of Assessment

- 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 choice of qualifications will show fitness of purpose and ensure we are able to offer the full specification of requirements.
- 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, transparent and reliable.

## Access

Students are made aware of the existence of this policy and have open access to it. It can be found on the learners notice board and on [www.inclusionhampshire.org.uk](http://www.inclusionhampshire.org.uk)

All tutors 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 learners, tutors and external organisations.

What learners can expect from us:

- We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements.
- All portfolio-based work will be assessed fairly against the qualification standards by experienced tutors.
- Internal assessments will be carried out fairly and according to awarding body instructions following our IQA policy..
- Externally marked assessments - will be conducted according to the requirements of the awarding body.

Learners 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..
- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.

- All work to be marked and fed back to the learner at the earliest opportunity, at the end of the session if possible..
- Where a learner is eligible for reasonable adjustments and access arrangements this will be pursued with the relevant awarding body and embedded into their normal way of working.

### **Cheating and Plagiarism:**

A fair assessment of learners' work can only be made if that work is entirely their own.

Therefore students can expect 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 assessment.
- They copy another learner's answers during an assessment.
- They talk during an 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 learner feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Complaints Policy.