

ACCESS TO FAIR ASSESSMENT

Rationale

- We aim to provide a variety of qualifications which provide all learners 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 which is fair and non-discriminatory.

Intent

Braidwood School aim to provide the opportunity for learners to gain qualifications with fair and well managed and monitored procedures. Students are made aware of the existence of this policy and have open access to it. It can be found in 6th Form and the main office, along with the appeals policies for each of the awarding bodies used by Westfield. All teachers and instructors are made aware of these policies and how to access them in order that learners can be supported.

This policy is reviewed annually and may be amended in response to feedback from learners, staff, parents and external organizations.

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 and teachers involved will be fully trained.
- Internal assessments will be carried out fairly and according to awarding body instructions.
- Externally marked controlled assessment will be assessed according to the requirements of the awarding body.

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

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 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 controlled assessment.
- They copy another learner's answers during a test or examination
- They talk to other learners during a controlled assessment.

All allegations of cheating and plagiarism will lead to a full investigation which 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 Policy.

To be reviewed annually.

Signed _____ Date _____