



Policy: Clint Stamper Training Ltd - Access to Fair Assessment Policy

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Rationale

- 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 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

Clint Stamper Training Ltd will 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 main classroom, along with the appeals policies for the awarding body used by Clint Stamper Training Ltd.

All tutors and instructors are made aware of these policies and how to access them in order so that students can be supported.

This policy will be reviewed annually and may be amended in response to feedback from students, staff, parents and external organisations.

What students 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.
- To be fully inducted onto a new course and given information that can be shared with parents and carers if applicable.
- A regular meeting with examinations officer and tutors to discuss progress, options or any difficulties which may be arising with an action plan to address any of these.
- 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.
- Where a student may require an assessment in a foreign language we will endeavour to support them and provide an alternative where possible.

Cheating and Plagiarism

A fair assessment of student's work can only be made if that work is entirely the student's 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 a controlled assessment.

- They copy another student's answers during a test or examination
- They talk to other students 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.