



## Access to Fair Assessment Policy

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September 2016

<b>Date Approved by the Portfolio Sub Committee</b>	16 September 2016
<b>Next Review Date</b>	September 2017
<b>Signature of the Chair Of Governors</b>	
<b>Name of the Chair of Governors</b>	Mr J Copping

## **Access to Fair Assessment Policy**

### **Statement of Assessment**

- The Governors of North Shore Academy 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.
- The Academy will endeavour to ensure that assessment methodology is valid, reliable and is implemented in a way which is fair and non-discriminatory so not to disadvantage or advantage any group of learners or individuals.
- This Assessment Policy is based on the concepts of equality, diversity, clarity, consistency, openness and to National Standards.
- This policy aims to ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, the Academy will:

- Ensure that learners work/evidence is assessed fairly in line with qualification standards and requirements set out by the awarding body.
- Ensure that teachers involved in the delivery and assessment are fully trained.
- Ensure that learners are provided with assignments and resources that are fit for purpose, to enable them to produce appropriate evidence for assessment.
- Ensure learners are given appropriate assessment opportunities during the course with feedback provided on the quality of work.
- Maintain accurate and detailed records of assessment decisions and ensure they are impartial, valid and reliable.
- Provide samples for Standards Verification as required by the awarding body.
- Monitor standards verification reports and undertake any remedial action required.
- Share good assessment practice between staff.
- Clearly communicate learning outcomes, performance criteria and other significant elements of learning and assessment at the outset of the course and when assignments are set.
- Ensure that Access Arrangements and Special Considerations are pursued where necessary with the relevant awarding body.

### **Access**

Students are made aware of the existence of this policy and have open access to it. It can be found on the Academy shared area network (under policies) and also online at [www.northshoreacademy.org.uk](http://www.northshoreacademy.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 students, tutors and external organisations.

## **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 or are in possession of an unauthorised aid during a test or examination.
- They copy another student'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 will follow the guidance set out in the JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures. Students will be offered the opportunity to submit a statement for consideration to the awarding body.

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