



# Access to fair Assessment Policy

Feb 2022

To be reviewed Feb 2023

- Policy Statement

Southlands School aims to offer a variety of qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate qualifications.

Our Fair Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness. We will endeavour to ensure the assessment processes are implemented in a way which is fair and non-discriminatory.

- Access

Students are made aware of the existence of this policy and have open access to it on school website.

Staff and students are made aware of the contents and purpose of this policy. This policy is reviewed biannually, but may be revised more frequently in response to feedback from students, tutors and external organisation.

### 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 tests and exams to follow 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 work
- All work to be marked within two weeks of submission by the student

Support strategies for external assessments will be put in place in accordance with guidance from the relevant awarding body.

- Where equivalent and exemptions can be applied, Southlands school will ensure this is pursued with the relevant awarding body

### Cheating and Plagiarism

A fair assessment of a 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 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 of the relevant awarding body.

If a student feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to Complaints Policy and the Complaints and appeals procedure (exams)

### Procedures

This procedure may only be amended or withdrawn by Southlands School.