



WESTFIELD SCHOOL POLICY AND PROCEDURE

Access to Fair Assessment Policy

DATE WRITTEN: October 2013
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Latest date revised: January 2021 Julie Newcombe

WESTFIELD SCHOOL

POLICY DOCUMENT

ACCESS TO FAIR ASSESSMENT

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

Westfield School aim to provide the opportunity for students 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 students can be supported.

This policy is 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.

Students can also expect:

- To be fully inducted onto a new course and given information that can be shared with parents and carers.
- A termly meeting with examinations officer and teacher 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.

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.

This policy was recommended for approval by the Curriculum and Achievement Committee on 09.11.2020 and subsequently approved by the Full Governing Body.

To be reviewed annually.

Signed _____ Date _____