



# Lansdowne Turney Federation



## ASDAN Access to Fair Assessment Policy

### Statement of Assessment

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 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.

### 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 will be 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 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 the Complaints Policy.

### **Access Arrangements: Reasonable Adjustments and Special Consideration**

The exams officer supported by the Educational Psychologist will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

- A candidate's access arrangements requirement is determined by the exams officer supported by the Educational Psychologist.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of exams officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.
- Rooming for access arrangement candidates will be arranged by the exams officer.
- Invigilation and support for access arrangement candidates, as defined in the ASDAN access arrangements regulations, will be organised by the exams officer.

### **Internal assessment**

It is the duty of teachers to ensure that all internal assessment is ready for dispatch at the correct time. The office manager will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by the teacher. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document

Head Teacher:



Chair of Governors:

Date: 15/05/2018

Review Date: 15/05/2020