



## Access to Fair Assessment Policy

**This policy should be read in conjunction with:**

- 1) Curriculum Policy September 2017
- 2) Assessment and Reporting Schedule 2017 – 2018
- 3) Target Setting, Assessment and Monitoring Policy 2017 – 2018
- 4) Equal Opportunities Policy 2017
- 5) Controlled Assessment Policy 2017
- 6) Examination & Invigilation Policy 2017

# POLICY STATEMENT

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***Objective:***

This policy has been compiled to ensure that all learners in Hazelwood Integrated College have the same opportunity to achieve a qualification, so that no learner is disadvantaged on the basis of any attribute or circumstance.

***Member of staff responsible for this Policy***

Assistant Principal: Curriculum

***Next Review of Policy***

August 2018

***Additional Notes***

Policy Number: 2013/03

***Update History:***

Drafted: September 2013  
by Mrs Maria Quinn

Update: November 2017 by  
Ms Tracy Beare

## **INTRODUCTION**

In Hazelwood Integrated College we are dedicated to the promotion of an integrated, inclusive society through educational excellence. We accomplish this by being forward thinking and innovative and by living and practicing our values daily. In Hazelwood we promote a student centred, holistic form of learning. We aim to enable each student to realise her or his own potential, and we encourage each student to contribute to an ethos of learning and personal achievement.

Our mission is to create a group of outstanding results that radically improve our pupils' life chances. We want every pupil at Hazelwood Integrated College to do well enough by the age of 18 to have real options to: go to university or follow their career path of choice.

### ***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.
- We aim to establish a culture of Assessment throughout the school wherein all pupils are encouraged to:
  - Fulfil their potential,
  - Develop confidence and self-esteem,
  - Enjoy and value learning;
  - Develop personal responsibility and respect,
  - Challenge themselves to do better,
  - Set high expectations
- 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.

(Refer to *Target Setting, Assessment and Monitoring Policy 2017 – 2018*)

### ***Access***

Students are made aware of the existence of this policy and have open access to it on the school website. (For parental access as well) It can be found with the Assistant principal for Curriculum.

All staff is made aware and has access to the contents and purpose of this policy. (SIMS – Staff – Policies)

This policy is reviewed annually and may be revised in response to feedback from students, staff 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 and attend regular meetings with the HoD.
- 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 at annual parental meetings or through home/school communication.
- Learning outcomes, performance criteria and other significant elements of learning and assessment will be made clear at the outset of the course and when assignments/challenges are set.
- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- All work to be marked within two weeks of submission by the student.
- 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 i.e. notes, electronic devices etc.
- 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.