



Title	Access to Fair Assessment Policy
Purpose	To describe arrangements in school that ensures access to fair assessment of learning outcomes for all students.
Relevant to	All academic staff
Responsible Officer	Headteacher/Examinations Officer
Introduced	September 2017
Modification History	9/2018, 9/2019, 9/2020, 10/2021, 10/2022
Related Policies	A8b Complaints Procedure A22 Special Needs Policy B3A Internal Moderation Policy & Procedure B3B Assessment Appeals B3C Malpractice Policy BSET Pol.18 Staff Discipline Policy BSET Pol.21 Equality Policy
Date due for review	10/2023
Relevant subcommittee for review	LGB
Approved	30/11/2022
Filed as	B3D Access to Fair Assessment 1022

Access to Fair Assessment

Oak Lodge School will provide the necessary systems and procedures to allow the provision of access to fair assessment. These will reflect the needs of individual students while also ensuring that the assessment continues to enable a valid, reliable and consistent judgement to be made about the achievement of all learning outcomes against the stated assessment criteria.

We aim to provide an assessment framework that provides 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, the recognition of diversity, clarity, consistency and transparency. We will endeavour to ensure that all our assessment processes are fair and non-discriminatory.

Students and staff will be made aware of the existence of this policy on the website and have open access to it: <http://www.oaklodeschool.org/>

This policy is reviewed annually and may be revised in response to feedback from students, teachers and external organisations.

Section 2 – Policy Statement

Every student at Oak Lodge will be assessed fairly. This means that assessment will be a test of the student's knowledge, what they understand, and what they are able to do. Every student will be assessed using the same overall set of criteria.

Assessments will be moderated across the classes to ensure that all students have been judged against the same standards.

Oak Lodge's policy of 'access to fair assessment' ensures that all assessments/assessment activities undertaken by students are reliable, valid, fit for purpose, and transparent. At Oak Lodge we recognise and respect equality and diversity and therefore use a variety of assessment strategies and language appropriate to the needs of the student.

Students can expect appropriate assessment opportunities throughout the year. Learning outcomes, performance criteria and other significant elements of learning and assessment will be made clear. Constructive and focussed feedback, which is appropriate to the needs of the learner, will be given by the teacher to enable the student to improve their performance.

At Oak Lodge teachers will:

- Record the outcomes of all assessment activities
- Provide clear and constructive feedback to students mapped against achievement of the learning outcomes and assessment criteria where appropriate.
- Ensure that assessment tasks allow for the generation of evidence in diverse ways

- Ensure that they use appropriate language at a level suitable to the student.
- Ensure that the assessment strategy allows for the generation of evidence against all the learning outcomes and assessment criteria.

For students working on externally accredited courses

We will 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.

Learning outcomes, performance criteria and other significant elements of learning and assessment will be made clear to students at the outset of the course and when assignments are set.

Appropriate assessment opportunities will be given during the course with feedback provided on the quality of the work produced.

Students working on an ASDAN award must achieve the required units in order to gain a full qualification. It may sometimes be the case that some full qualifications are inaccessible because of a student's inability to demonstrate competence in all parts of the qualification or to meet the individual needs of the student. In these cases individual unit certification is available.

Cheating and Plagiarism (Copying)

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 (copying) will lead to a full investigation that 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 our [Assessment Appeals Policy](#) and [Complaints Procedure](#).