



## FOREST BRIDGE SCHOOL

### Access to Fair Assessment Policy

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### 1. Introduction and Aims

#### Introduction and aims:

Forest Bridge School aims to offer 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 assessment processes are implemented in a way which is fair and non-discriminatory.

This policy applies equally to the internal assessment of students' work and to the assessment of work that is linked to external qualifications.

### 2. Roles and Responsibilities

#### The Role of the School Staff (including SLT, Class Leads, ABA tutors)

- Ensure that all assessment of work towards accredited qualifications is carried out fairly and in keeping with the awarding body's requirements.
- Ensure all portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.
- Ensure internal assessments will be carried out fairly and according to awarding body instructions.
- Ensure externally marked tests and exams to follow the requirements of the awarding body
- To be fully inducted onto a new course and given information that can be shared with parents and carers.
- Ensure Learning outcomes, performance criteria and other significant elements of learning and assessment are made clear at the outset of the course and when assignments are set.
- Ensure pupils are given appropriate assessment opportunities during the course with feedback provided on the quality of the work.

- Ensure that, where a student has additional needs, allowable support strategies for external assessments will be put in place in accordance with guidance from the relevant awarding body.

### **3. 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 SLT and, in the case of accredited qualifications, 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, where relevant, 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 Examination Appeals Policy.

### **4. Access, Monitoring and review**

Pupils and staff are made aware of the existence of this policy and have open access to it. A hard copy is available from the examination officer or subject teacher.

Forest Bridge School's *Access to Fair Assessment Policy* will be reviewed by the Senior Leadership Team every 2 years, in consultation with teaching staff, governors and through feedback from families. The policy will be approved by the governing body.

### **5. Links with Other Policies**

- Examinations Policy
- Fair Assessment Policy
- Equality Policy
- Examinations Complaints policy
- Examinations Appeals Policy