

Access to Fair Assessment Policy 2024/2025

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Statement of Assessment

- We aim to provide a variety of qualifications which provide all learners 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.

Access

- Learners are made aware of the existence of this policy and have open access to it. It can be found on our website at: <https://adultlearningcumbra.org>
- All tutors are made aware of the contents and purpose of this policy.
- This policy is reviewed annually and may be revised in response to feedback from learners, tutors, and external organisations.

What learners 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 tutors / assessors 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.

Learners 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 learner's work can only be made if that work is entirely the learners own, therefore learners 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 learner'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 under our service policy which will also follow the guidance of the relevant awarding body.
- If a learner feels (applicable pronouns) has been wrongly accused of cheating or plagiarism, they should be referred to the Council's Complaints Policy.

Extenuating Circumstances and Reasonable Adjustments

- Adult Learning ensures that no learner is unnecessarily disadvantaged because of a disruptive personal or professional circumstance, or as a result of a declared special educational need or disability, which may negatively impact their ability to successfully complete an assessment.
- Learners could request an extension beyond the submission deadline should they have an extenuating circumstance (Where applicable).
- Evidence is required for this purpose and learners are required to submit such requests in accordance with the guidance provided within the 'Extenuating Circumstances Request Form' (Where applicable).

If a learner has a special educational need or disability, Adult Learning will endeavor to make reasonable adjustments to support their successful completion of an assessment in line with appropriate awarding body guidance and / or tutor and ALS coordinator guidance.