

Policy Fair Assessment

Access to fair assessment policy

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Policy	Access to Fair Assessment
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1. Statement on assessment

- 1.1. At AreYou - Training and Consultancy, we aim to provide an assessment framework which provides all participants with the opportunity to achieve their full potential by the most

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appropriate and direct route.

- 1.2. Our assessment policy is based on the concepts of equality, diversity, clarity, consistency and openness.
- 1.3. We will endeavour to ensure that all our assessment processes are fair and non-discriminatory.

2. Access

- 1.1. Participants are made aware of the existence of this policy and have open access to it:
 - On paper in a folder at AreYou - Training and Consultancy
 - Electronically on our website at www.areyou.org.uk
- 1.2. All facilitators/trainers teaching for AreYou - Training and Consultancy are made aware of the contents and purpose of this policy.
- 1.3. This policy is reviewed annually and may be revised in response to feedback from participants, facilitators/trainers, and external organisations.

3 What participants can expect from us

- 3.1 Every participant taking a course with AreYou - Training and Consultancy will be assessed fairly. This means that:
 - Assessment will be a test of the participant's knowledge, what they understand, and what they are able to do.
 - For any particular course, every participant will be assessed using the same overall set of exercises and criteria.
 - Assessments will be standardised across different facilitator/trainers and classes to ensure that all participants have been judged against the same standards.

4 Participants can also expect:

- 4.1 An assignment schedule at the beginning of a course
- 4.2 Appropriate assessment opportunities during the course
- 4.3 Learning outcomes, performance criteria and other significant elements of learning and assessment will be made clear at the outset of a course and when assignments are given.
- 4.4 All work will be assessed. Constructive and focused feedback, including written and verbal,

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will be given by the facilitator/trainer, to enable the participant to improve their performance.

- 4.5 When work is required to be marked, it will be carried out within 2 weeks of submission by the participant.
- 4.6 Where a participant's work does not satisfy the criteria for passing an assessment, in whole or in part, they will be provided with clear feedback on the basis on which the assessment was made
- 4.7 Participants will gain full accreditation for all prior learning on production of the necessary paperwork
- 4.8 Participants will not be limited to how many times they may take a course.

5 What we expect from participants

- 5.1 Participants are expected to meet all deadlines for coursework and assignments
- 5.2 Participants are expected to achieve the assessment criteria within the given timescale
- 5.3 All work submitted for assessment purposes must be the participant's own. Any work submitted that is not completely their own, will be regarded as cheating.
- 5.4 Submissions must not include any discriminatory or divisive language. Use of such language will result in failure of the assessment and the possibility of disciplinary action.
- 5.5 Submitted assignments remain the property of AreYou - Training and Consultancy and will only be returned to the participant at the discretion of AreYou - Training and Consultancy and then only after the moderation process has taken place.
- 5.6 Participants are expected to inform AreYou - Training and Consultancy of any expected periods of absence.

6 Cheating and plagiarism

- 6.1 A fair assessment of a participants work can only be made if that work is entirely the participants own.
- 6.2 Therefore participants can expect to fail their assessments 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 participant's answers during a test or examination
 - They talk during a test or examination
 - They give test information to participants who have not yet taken the test.

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6.3 Where a facilitator/trainer suspects cheating or plagiarism, they must make an assessment as to the seriousness of the incident. If it is considered to be a minor infringement then the facilitator/trainer may:

- Deal with the matter and provide help and guidance to the participant, or
- Issue a warning about future conduct, or
- Direct the participant to the Cheating and Plagiarism section of the Fair Assessment Policy.

6.4 If the incident is considered to be a major infringement the facilitator/trainer will:

- Report the matter to the course Internal Verifier and arrange a disciplinary hearing
- Review the assessment policy with the participant concerned, inform them of the disciplinary hearing, and also of their right to appeal
- Attend the disciplinary hearing with the participant

6.5 The course Internal Verifier will listen to evidence from the participant and the facilitator/trainer, and should:

- Refuse to accept the assignment and ask for the work to be redone
- Issue a written warning as to future conduct of the participant
- Strongly impress on the participant the reasons for having a Fair Assessment Policy

6.6 The decision of the course Internal Verifier will be final, subject to appeal.

7 Procedure for participant appeals

7.1 If a participant feels that they have not been assessed or disciplined fairly then they should use the Appeals & Complaints Procedure to appeal the assessment or disciplinary decision.