

# Access to Fair Assessment Policy

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**Policy Review Committee**

**Chairman**      **Mike Burrows**      .....

**Secretary**      **Tracey Crutchley**      .....

## Section 1 – Introduction

### Statement on Assessment

- We aim to provide an assessment framework which 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, diversity, clarity, consistency and openness.
- We will endeavour to ensure that all our assessment processes are fair and non-discriminatory.

### Access

Students are made aware of the existence of this policy and have open access to it:

- On paper in a folder in the Telematics Centre
- Electronically on the Forum website at [www.whcf.org.uk/policies](http://www.whcf.org.uk/policies)

All tutors teaching at the Windmill Hill Telematics Centre 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 students, tutors, and external organisations.

## Section 2 – Policy Statement

### What Students Can Expect From Us

Every student taking a course at the Windmill Hill Telematics Centre 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.
- For any particular course, every student will be assessed using the same overall set of exercises and criteria.
- Assessments will be standardised across different tutors and classes to ensure that all students have been judged against the same standards.

### Students can also expect:

- An assignment schedule at the beginning of a course
- Appropriate assessment opportunities during the course
- 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.
- All work will be assessed. Constructive and focussed feedback, including written and verbal, will be given by the tutor, to enable the student to improve their performance.
- When work is required to be marked, it will be carried out within 2 weeks of submission by the student.
- Where a student'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.
- Students will gain full accreditation for all prior learning on production of the necessary paperwork
- Students will not be limited to how many times they may take a course.

### What we expect from Students

- Students are expected to meet all deadlines for course work and assignments
- Students are expected to achieve the assessment criteria within the given timescale
- All work submitted for assessment purposes must be the student's own. Any work submitted that is not completely their own, will be regarded as cheating.
- 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

- Submitted assignments remain the property of the Forum and will only be returned to the student at the discretion of the Forum and then only after the moderation process has taken place.
- Students are expected to inform the Forum of any expected periods of absence and may use the Wednesday drop in session to bring course work up to date

## Cheating and Plagiarism

A fair assessment of a student's work can only be made if that work is entirely the student's own. Therefore students 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 student's answers during a test or examination
- They talk during a test or examination
- They give test information to students who have not yet taken the test

Where a tutor 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 tutor may:

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

If the incident is considered to be a major infringement, then the tutor will:

- Report the matter to the Telematics Manager and arrange a disciplinary hearing
- Review the assessment policy with the student concerned, inform them of the disciplinary hearing, and also of their right to appeal
- Attend the disciplinary hearing with the student

The Telematics Manager will listen to evidence from the student and the tutor, and will take into account whether this is an internal or external assessment or examination.

For an internal assessment the Telematics Manager should:

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

For an OCN assessment the Telematics Manager should:

- Refuse to accept the assignment and ask for the work to be redone
- Refuse to submit the work for assessment or verification
- Inform the OCN Quality Reviewer
- Determine whether or not to withdraw the student from the OCN program

The decision of the Telematics Centre Manager will be final, subject to appeal.

### **Section 3 – Procedure for Appeals by Students**

If a student 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.

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Revised by Mike Burrows

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