

# **City College Stratford**

## **Access to Fair Assessment Policy**

**January 2024 v6**

## **1. Introduction**

- Every learner at City College Stratford will be assessed fairly
- Aim to provide a variety of qualifications which provide 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 the assessment processes are implemented in a way which is fair and non-discriminatory.

## **2. Access**

Students are made aware of the existence of this policy and have open access to it. It can be found on the college website.

All tutors and learners are made aware of the contents and purpose of this policy. This policy is available at college website and hard and/or soft copy of the policy also can be obtained from college by request.

### **2.1 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 teachers 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.

### **2.2 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.
- All work to be marked within two weeks of submission by the student.
- Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

### **2.3 Access arrangement**

College will ensure that access arrangements are considered before an assessment takes place. These arrangements will allow learners to show what they know and can do without changing the demands of the assessment, e.g. readers, scribes, word processors, and Braille question papers.

### **3. Fair policy statements**

- Every student at City College Stratford will be assessed fairly. This means that assessment will be a test of the learner's knowledge, what they understand, and what they are able to do. Every learner will be assessed using the same overall set of criteria.
- Assessments will be standardised and work moderated across the classes to ensure that all learners have been judged against the same standards.
- Policy of 'access to fair assessment' ensures that all assessments/assessment activities undertaken by learners are reliable, valid, fit for purpose, and transparent. We recognise and respect equality and diversity and therefore use a variety of assessment strategies and language appropriate to the needs of learner. Learners 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 learner to improve their performance.
- Assessor will assess all outcomes of all assessment activities fairly and record and store them all securely.

- Assessor will provide support learners equally and fairly where required. They must NOT provide additional to benefit them and/or less support unfairly or intentionally to disadvantage them.
- Other relevant policies such as Reasonable Adjustment and Special Consideration, Appeal against assessment decisions, Malpractice and Dishonesty and IQA policy should be considered and applied in line with this policy.

#### **4. Review**

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

<b>Date</b>	<b>15<sup>th</sup> Jan 2024</b>
<b>Names</b>	<b>Dr. M Rahman M Sumon</b>
<b>Review Date</b>	<b>15<sup>th</sup> Jan 2024</b>
<b>Current Version</b>	<b>V6</b>
<b>Next Review Date</b>	<b>17<sup>th</sup> Jan 2025</b>