

## Access to Fair Assessment Policy

Policy Code:	TL1
Policy Start Date:	March 2020
Policy Review Date:	March 2024

Please read this policy in conjunction with the policies listed below:

- SW9 Parental Communications and Complaints Policy
- TL2 Appeals (Examination and Qualification Grades) Policy
- TL8 BTEC Procedures Policy
- TL9 Policy for the Conduct and Administration of Exams
- HR8 Equal Opportunities and Diversity Policy

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## **1. Policy Statement**

- 1.1 The Priory Federation of Academies 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.
- 1.2 This policy applies equally to the internal assessment of students' work and to the assessment of work that is linked to external qualifications.
- 1.3 References to the Trust or Academy within this policy specifically include all Primary, Secondary and Special Educational Needs academies within the Trust, as well as, the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.
- 1.4 The Trust is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via [FederationHR@prioryacademies.co.uk](mailto:FederationHR@prioryacademies.co.uk)) for appropriate consideration at the next available point in the policy review cycle.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Teaching and Learning.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

## **3 Aims**

- 3.1 To ensure a fair, non-discriminatory assessment process for all students.

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## **4 Access**

- 4.1 Students are made aware of the existence of this policy and have open access to it. It can be found online at [www.prioryacademies.co.uk](http://www.prioryacademies.co.uk) , while a hard copy is available from the Human Resources Department.
- 4.2 Staff and students are made aware of the contents and purpose of this policy.
- 4.3 This policy is reviewed biennially, but may be revised more frequently in response to feedback from students, tutors and external organisations.

## **5 What students can expect from us**

- 5.1 We aim to ensure that all assessment of work towards accredited qualifications is carried out fairly and in keeping with the awarding body's requirements.
- 5.2 All portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.
- 5.3 Internal assessments will be carried out fairly and according to awarding body instructions.
- 5.4 Externally marked tests and exams to follow the requirements of the awarding body.
- 5.5 We aim to ensure that all assessment of students' work not directly linked to an accredited qualification is carried out using fair clear criteria and following the Trust's policies.
- 5.6 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.
- 5.7 Where equivalents and exemptions can be applied, the Federation will ensure this is pursued with the relevant awarding body.
- 5.8 Students 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.

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- All work to be marked within two weeks of submission by the student.

## **6 Cheating and Plagiarism**

- 6.1 A fair assessment of student's work can only be made if that work is entirely the student's own. Therefore students can expect senior staff 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.
- 6.2 All allegations of cheating and plagiarism will lead to a full investigation which, where relevant, will follow the guidance of the relevant awarding body.
- 6.3 If a student feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Parental Communications and Complaints Policy.

## **7 Policy amendment**

- 7.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

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## **The Priory Federation of Academies Trust**

### **Access to Fair Assessment Policy**

This Policy has been approved by the Priory Federation of Academies' E&S Committee:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Signed..... Name..... Date:

Please note that a signed copy of this agreement is available via Human Resources.