

Issue Date	21st May 2021
Review Date	October 2025
Lead Officer	Strategy, Learning and Development Manager

Access to Fair Assessment Policy

1. Purpose of this policy

Learners taking part in courses provided by Cornwall Neighbourhoods for Change have the right to be assessed fairly. This policy sets out what is meant by ‘fairly’ and how this will be achieved.

2. Link to other policies

- IQA Procedure
- Equality and Diversity Policy
- Appeals Policy

3. Access to Fair Assessment

Every learner taking a course funded and delivered by tutors employed by Cornwall Neighbourhoods for Change will be assessed fairly, as follows:

- Assessment will be a test of what the learner knows, what they understand, and what they are able to do.
- For any particular course, every learner will be assessed using the same overall set of exercises and criteria.
- Assessments will be standardised across different tutors and groups to ensure that all learners have been judged against the same standards.

4. Support for Learners

Cornwall Neighbourhoods for Change is committed to providing ongoing support to all learners. CN4C also aim to ensure that our provision is accessible and eliminates discrimination. Where a particular support requirement is identified, CN4C will work with the relevant awarding organisation to make appropriate adjustments to the provision, to ensure that all learners are able to complete a programme as independently as possible.

CN4C are committed to assisting the learners in managing their individual situation, working towards a more accessible learning environment for all.

To achieve the above all learners will be initially assessed, recording that information on an Individual Learning Plan. Cornwall Neighbourhoods for Change will continue to work with each individual to determine their particular requirements and access arrangements. Regular reviews will also be implemented providing an opportunity to identify and act upon any emerging needs that present during a programme.

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5. Implementing Fair Assessment

To ensure that access to fair assessment is implemented effectively and that all learners are treated fairly, Cornwall Neighbourhoods for Change will:

- Make sure that all staff involved in the delivery are aware of this Access to Fair Assessment Policy and ensure that it is understood and complied with by all staff and learners.
- Promote equality with regards to the provision of learning programmes.
- Adhere to related procedures and regulations regarding reasonable adjustments to assessment as issued by the awarding organisations.
- Ensure (as far as is practicable), that buildings and assessment sites used for delivery are accessible to all candidates.
- Request permission from the awarding organisations regarding the implementation of specific adjustments as required.
- Make available appropriate equipment/ staff resource to meet the needs of the learners, ensuring that the use of such support is in line with awarding body guidelines, and does not disadvantage others who are not affected by the particular requirements.

If a learner feels they have not been assessed fairly they can appeal the decision; please see our Appeals Policy.

6. Learner Expectations

Learners can also expect:

- To be fully inducted onto a new course and given information that can be shared with those people that need to know.
- Learning outcomes, performance criteria and other significant elements of learning and assessment, will be made clear at the outset of the course and when assignments are set.
- To be given appropriate assessment opportunities during the course, with appropriate feedback provided on the quality of their work.

7. Cheating and Plagiarism

A fair assessment of learner's work can only be made if that work is entirely the persons own, therefore learners can expect an awarding organisation to be informed if:

- They are found guilty of copying, giving, or sharing information or answers, unless part of a joint exercise.
- They use an unauthorised aid during a test or examination.
- They copy another student's answers during a test or examination.
- They talk when undergoing strict examination assessment.

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- A learner feels that he/ she has been wrongly accused of cheating or plagiarism, in which case they will be referred to the Complaints Policy.

8. Malpractice and Maladministration

Irrespective of the underlying cause or the people involved, all allegations of malpractice or maladministration in relation to qualifications and assessment, will be investigated to protect the integrity of the qualifications and to be fair to Cornwall neighbourhoods for Change and its learners.