

Access to Fair Assessment & Plagiarism Policy

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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 endeavor 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 as contained within the Learner Induction booklet and on the Achieve More Training Website.

This policy is reviewed annually and may be revised in response to feedback from students, tutor /assessors, and other stakeholders.

What Students Can Expect From Us

Every student taking a course at Achieve More Training will be assessed fairly.

This means that:

- Assessment will be a test of the student's knowledge, skills, behaviours, what they understand, and what they are able to do.
- For any particular course, every student will be assessed using the same standards and criteria.
- Assessments will be standardised across different tutors and groups to ensure that all students have been judged against the same standards. Assessments will encompass a range of methods including written work, tasks, tutor observations, witness testimonies and professional discussions.

Students can also expect:

- 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 and before examinations.
- All work will be assessed. Constructive and focused 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 2-4 weeks of submission by the student (relevant to programmes).
- 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.
- Appropriate support will be provided based on learner needs as per the organisational Equality and Diversity Policy.

What we expect from Students

Students are expected to achieve the assessment criteria within the given timescale.

All work submitted for assessment purposes must be the student's own work and or appropriately referenced. Any work submitted that is not completely their own or not referenced appropriately, will be regarded as cheating.

Cheating and Plagiarism

A fair assessment of a student's work can only be made if that work is entirely the students own. Tutor/Assessors will carry out checks for plagiarism on all submitted work. 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 answer 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 student handbook (code of conduct).

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

- Report the matter to the Quality Manager who will make an assessment as to the implications of the alleged offence.



- Review the assessment policy with the student concerned, inform them of the referral, and also of their right to appeal

The Quality Manager will listen to evidence from the student and the tutor,

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

Procedure for Appeals by Students

If a student feels that they have not been assessed or disciplined fairly then they should look to the use the **Appeals & Complaints policy** for guidance.

(POL004)