

Access to Fair Assessment Policy			
Current Status	Operational	Last Review:	September 2023
Responsibility for Review:	Quality Manager	Next Review:	September 2025
Roles Responsible for Review:		Originated:	September 2019
Approved by:	SET Curriculum	Committee:	EEG Excellence Committee
Type of Policy:	Staff / Students	Quality Assured by:	

1. Statement of Assessment

- 1.1. We aim to provide qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate and direct route.
- 1.2. Our Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness.
- 1.3. We will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

2. Access

- 2.1. Students are made aware of the existence of this policy and have open access to it.
- 2.2. All tutors are made aware of the contents and purpose of this policy.
- 2.3. This policy is reviewed tri-annually and may be revised in response to feedback from students, tutors and external organisations.

3. What students can expect from us

- a) We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements.
- b) All portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.
- c) Internal assessments will be carried out fairly and according to awarding body instructions.
- d) Externally marked tests and exams will be conducted according to the requirements of the awarding body.

4. Students can also expect:

- a) To be fully inducted onto a new course and given information about assessment that can be shared with parents and carers.

- b) Learning outcomes, performance criteria and other significant elements of learning and assessment are to be made clear at the outset of the course and when new forms of assignment are set.
- c) To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work. Feedback will be provided on a regular, punctual basis.
- d) Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

Revision History – Access to Fair Assessment Policy

Revision date	Reason for revision	Section number	Changes made
December 2020	Sat Review	Details box	Title change of person responsible for review
		3 d) & 4 b)	Wording clarified
		5.3 e)	Additional clause added
Sept 2022	Bi-annual review	Rubric	Change of title of the responsible person
Sept 2023	Merge into a single SAT policy	2.1	Removal of can be found on college intranet
		5	Section removed due to overlap with malpractice and plagiarism policies. This information is not needed in this policy and may cause conflict