



Ravenswood Access to Fair Assessment Policy

Statement of Assessment

- We 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.

Access

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

<https://www.ravenswoodschool.org.uk/school-organisation/school-policies.html>

All staff are made aware of the contents and purpose of this policy.

This policy is reviewed annually and may be revised in response to feedback from students, tutors and external organisations. Next review date is January 2025.

What the school provides

- 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.
- Training for new staff in Assessment procedures, using exemplars, is timetabled and recorded.
- Standardisation meetings are held when an assessment is to be marked by more than one member of staff, and the results are recorded.
- All internally marked work is checked and verified by a Middle Leader or member of the SLT.

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.
- All work to be marked usually 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.

Declaration of Interests

All staff must declare any personal or familiar links, to the Headteacher. Staff must also complete annual declarations of Interests form.

Where there is an identified conflict of interest, wherever possible that staff member will not assess that pupil's work. If they are the only staff member qualified to assess that course, an internal or external verifier will be required to ensure that the work is assessed fairly and there is no unfair advantage.

Cheating and Plagiarism

A fair assessment of student's work can only be made if that work is entirely the student's own. Therefore, students can expect 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.
- A pupil takes a mobile phone, smart watch or similar into exam rooms

All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant awarding body.

If a student feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Complaints Policy.

History of Document

| Issue No. | Author | Date Reviewed | Approved by | Comments |
|-----------|--------|---------------|--|---|
| 1 | School | January 2018 | Pupil Committee 24.01.18 | To be reviewed Jan 2019 |
| 2. | School | January 2019 | Pupil Committee 30.01.2019 Pupil Committee 30.01.19 | To be reviewed Jan 2020 |
| 3. | School | January 2020 | Pupil Committee 29.01.2020 | |
| 4. | School | January 2021 | Pupil Committee 27.01.2021 | Website links updated. |
| 5 | School | February 2022 | Pupil committee 02.02.2022 | Updated that Middle Leaders (instead of just HODs) can moderate |
| 6 | School | January 2023 | Pupil committee 25.01.23 | Added declaration of interests' paragraph |
| 7 | School | January 2024 | Pupil committee 24.1.24 | Minor changes. To be reviewed Jan 2025 |