



# Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

## Access to Fair Assessment Policy (ASDAN)

Governors' Committee:	Curriculum and Standards
Adopted by the Governing Body on:	
Signed: (Chair of Committee)	
Signed: (Federation Principal)	
Proposed date of review:	September 2022



# Castle Newnham

## Access to Fair Assessment Policy

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#### A. STATEMENT OF ASSESSMENT

- Castle Newnham School aims 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.
- Castle Newnham will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

#### B. ACCESS

Students are made aware of the existence of this policy and have open access to it. It can be found in the *introduction to ASDAN* section in the tutor and student ASDAN file.

All ASDAN tutors are made aware of the contents and purpose of this policy through line management meetings.

This policy is reviewed annually and may be updated in response to feedback from students, tutors, internal moderators and external organisations.

#### C. WHAT STUDENTS CAN EXPECT FROM US

- Castle Newnham School aims to ensure that all assessments of work are 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 the awarding body's instructions.
- Externally marked tests and exams will also be carried out according to the awarding body's requirements.



Students can also expect:

- To be fully inducted onto a new course and given information that can be shared with parents.
- Learning outcomes, performance criteria and other significant elements of learning and assessment are to be made clear at the beginning 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 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.

#### D. 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 it is part of a joint project.
- They use any unauthorised aids during a test or examination.
- They talk during a test or examination.

All allegations of cheating and plagiarism will lead to a full investigation in line with the centre's *Malpractice and Maladministration Policy* and in conjunction with guidance from the relevant awarding body.