



Southfields Academy: ASDAN Access to Fair Assessment Policy

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ASDAN

Access to Fair Assessment Policy

Statement of Assessment

We are introducing an ASDAN course with the intention of broadening and strengthening our curriculum offer for students in the International Group (IG).

Our range of qualifications is intended to provide all students with the opportunity to achieve their full potential by the most appropriate route.

Our Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness.

It is our intention to ensure that all 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 in the IG ASDAN Portfolio.

All tutors are made aware of the contents and purpose of this policy, and are trained in the methods of assessment.

This policy is reviewed annually, taking into account the views of students, parents and carers, tutors and external organisations.

What students can expect from us

We aim to ensure that all assessment of work is carried out fairly and in compliance with the awarding body's requirements.

All portfolio-based work will be assessed fairly and in a timely way against the qualification standards and teachers involved will be fully trained.

Internal assessments will be carried out fairly and according to awarding body requirements.

Any externally marked tests will be managed by the Exams Officer in accord with the requirements of the awarding body.

Students can also expect:

To have an induction programme when they begin the course and given information that can be shared with parents and carers.



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 feedback provided on the quality of the work.

All work will be marked within two weeks of submission by the student.

Cheating and Plagiarism

Students are expected to do their work to the best of their ability, and with integrity.

They must not present someone else's work as their own: this is called plagiarism. The induction programme will ensure that students are made aware what this means. Staff will not accept for marking any work which they believe is not truly the work of the student.

Sanctions may be imposed: a student may be asked to repeat work under supervision, for example.

Persistent plagiarism will be reported to parents and carers. The Deputy Head for Curriculum and Standards will be informed and may decide to investigate and take action in line with Academy's behaviour code.

If a student presents plagiarised work for a final assessment, the awarding body will be informed and its policy applied to the case.

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

This policy will be reviewed annually.

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