

Fair Assessment Policy

At Community Systems we aim to provide a variety of qualifications which provide all learners 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

Learners are made aware of the existence of this policy and have open access to it. It can be found in the classrooms. All trainers 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 learners, trainers and external organisations.

What learners can expect from us

We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements. All coursework will be assessed fairly against the qualification standards and trainers involved will be fully trained/qualified. Internal assessments and verifications will be carried out fairly and according to awarding body instructions.

Learners can also expect

- To be fully inducted onto a new course
- Learning outcomes, performance criteria and other significant elements of learning and assessment to be made clear at the outset of the course and when goals are set.
- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.

Cheating and Plagiarism

A fair assessment of learner's work can only be made if that work is entirely the learner's own. Therefore learners 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.

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

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