

<b>Colyton Grammar School FAIR ASSESSMENT POLICY</b>
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## **Principles**

This school is committed to maintaining equality, diversity, clarity, consistency and openness in relation to assessment.

This policy

- addresses the situation where students may wish to appeal against a grade he or she received for a qualification.
- sets the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally or externally marked qualifications.
- sets the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally or externally marked qualifications.

## **Access**

Students, staff and parents are made aware of the existence of this policy and have open access to it on the school website at <http://www.colytongrammar.devon.sch.uk/foi/policies.htm>

## **Expectations**

1. The school aims to ensure that all assessment is carried out fairly and in keeping with the requirements of the relevant external awarding body.
2. Moderation/assessment of all portfolio-based work and other internally assessed work will be carried out fairly and according to the instructions of the relevant external awarding body.
3. Externally marked examinations and tests will be administered according to the requirements of the relevant external awarding body and in strict accordance with the Joint Council for Qualifications (JCQ) guidelines.
4. Appropriate assessment opportunities will be given during the course, with feedback on the quality of the work
5. The school will ensure that all moderation practices are valid and reliable and meet the requirements of the relevant awarding body. Internal moderation procedures must be fair and open, and accurate and detailed records must be kept of all internal moderation procedures.
6. Assessment and Examinations will be conducted to a high standard and with the absence of any malpractice.
7. There will be a right to appeal decisions made.

## **Assessment Appeals**

All students at Colyton Grammar School have the right to make an appeal about any of the marks received for the qualifications they are undertaking which have been internally assessed by school staff.

If any student wishes to appeal a decision, they must use the following procedure:

1. The student must first discuss the reason why they wish to appeal with the member of staff responsible for teaching the qualification.
2. In the case of an internally assessed piece of work, the member of staff must explain to the candidate why he or she received the grade or mark. If the student is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with that qualification, if this is possible.
3. If the student wishes to continue with an appeal, he or she must contact the Exams Officer, who will provide the student with information about the appeals procedure for the relevant awarding body and explain what is involved. The Exams Officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the student.
4. Where an appeal is against marks or grades awarded by the examination body, the appeals application form requires that the student has the support of the subject teacher in order to proceed with an appeal.
5. Unless it has been agreed in advance that the school will pay any charges relating to the appeal, any such fees must be paid by the student before the appeal can be processed.

## **Candidate Malpractice**

Attempted or actual malpractice will be taken very seriously and will be investigated thoroughly, including reporting to the relevant awarding body where appropriate.

The school will always work to ensure that external examinations are conducted in strict accordance with JCQ guidelines. The following lists are not exhaustive:

### *Examples of malpractice in relation to internally assessed components:*

- Plagiarism: the copying and/or use of another person's work as the candidate's own work
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's work only
- Failing to follow the instructions of an assessor e.g. the use of resources which the candidate has specifically been told not to use
- The alteration of any marksheet or results document

### *Examples of malpractice in relation to externally assessed components:*

- Talking during an examination
- Taking a mobile phone into an examination
- Taking into the examination any item other than those allowed by the relevant awarding body e.g. a book or notes
- Leaving the examination room without permission
- Passing notes or papers to, or accepting notes or papers from, another candidate
- Copying answers from another candidate

## **Action**

If a teacher, exam invigilator or other member of staff suspects malpractice has occurred, the candidate will be informed and the allegations explained. The candidate will have the opportunity to give their explanation of what happened, and further investigation may be required.

If the candidate is found guilty of malpractice, the school will take the appropriate action as required by the relevant awarding body. In the case of an external examination, for instance, this may mean the candidate is withdrawn from the qualification and is prohibited from gaining a grade or result.

## **Appeals**

A candidate can appeal against the malpractice decision in line with the Appeals Policy outlined above.

## **Staff Malpractice**

Attempted or actual malpractice will be taken very seriously and will be investigated thoroughly, including reporting to the relevant awarding body where appropriate. The following list is not exhaustive:

- Tampering with candidates' work prior to external moderation or verification
- Assisting candidates with the production of work contrary to the guidance of the relevant awarding body
- Fabricating assessment and/or internal verification records or authentication statements
- Assisting candidates with examination questions contrary to the guidance of the relevant awarding body
- Failing to conduct examinations in strict accordance with JCQ guidelines
- Tampering with scripts prior to external marking taking place

## **Procedures**

The malpractice will be investigated in line with the Staff Disciplinary Procedures, which have the following aims:

- to provide a systematic approach to achieving standards of performance and conduct
- To ensure that all staff are treated fairly and consistently.

Depending on the nature of the allegation, it may be appropriate to move immediately to Stage Three of the Staff Disciplinary Procedures, or if the malpractice constitutes gross misconduct, dismissal procedures may commence without a warning stage.

## **Review**

This policy is reviewed at least once every three years.