

Access to Fair Assessment Statement

R2S aims to offer an assessment framework which provides 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 all our assessment processes are fair and non-discriminatory.

What learners can expect from us:

- Every learner taking a course with R2S will be assessed fairly.
- Assessment will be a test of the learner's knowledge; what they understand, and what they are able to do.
- For any particular course every learner will be assessed using the same overall set of criteria; learning styles will be taken into consideration.
- Assessment will be standardised across different tutors and sessions to ensure that all learners have been judged against the same standards.
- A course timetable at the beginning of each course.
- Course materials.
- All work will be assessed; constructive and focused feedback, including written and verbal, will be given by the tutor to enable learners to improve their performance.
- When work needs to be marked it will be carried out within four weeks of submission – late work will be marked at the discretion of the tutor.
- Where a learner's work does not satisfy the criteria for achieving a unit, they will be provided with clear feedback.
- Learners guilty of cheating may be excluded from completing their course as a result of disciplinary action. This exclusion would in turn mean dismissal from R2S.

What we expect from learners:

- Learners are expected to meet any and all deadlines for assessments. Missing a deadline may result in the automatic failure of an assessment.
- Learners are expected to achieve the assessment criteria within the given timescale.
- All work submitted for assessment purposes must be the learner's own. Any work submitted that is not completely their own will be regarded as cheating.

- Submissions must not include any discriminatory or divisive terms. Use of such terms will result in failure of the assessment and the possibility of disciplinary action.
- Work submitted for assessment shall remain the property of the assessing body and will only be returned to the learner at the discretion of the assessing body and then only after the moderation process has taken place.

Cheating and Plagiarism

A fair assessment of a learner's work can only be made if that work is the learners own. Therefore, learners can expect to fail their assessments 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 assessment
- They copy another learner's answers during a test or assessment

Where tutor's suspect cheating or plagiarism has occurred, they must make an assessment as to the seriousness of the incident. If it is considered to be a minor infringement then the tutor may:

- Deal with the matter and provide help and guidance to the learner, or
- Issue a warning about future conduct

If the incident is considered to be a major infringement, then the tutor will:

- Report the matter to their Line Manager, who shall be expected to arrange a disciplinary hearing
- Review the assessment policy with the learner concerned; inform them of the disciplinary hearing, and also of their right to appeal
- Attend the disciplinary hearing with the learner

The Line Manager will listen to evidence from the learner and the tutor, and will take into account whether this is an internal or external assessment or examination. For an internal assessment the Line Manager may:

- Refuse to accept the assessment and ask for the work to be redone
- Issue a written warning as to future conduct of the learner
- Strongly impress on the learner the reasons for having a Fair Assessment Policy

For an external assessment the Line Manager may:

- Refuse to submit the work or assessment to the external body.
- Withdraw the learner from the course. This may result in additional disciplinary proceedings against the learner

Procedure for Appeals by Learners

If a learner feels that they have not been assessed fairly then they should use the procedure set out in R2S's Learner Appeals Procedure to appeal the assessment decision of their tutor.

Signature:

Date:

