BENSHAM MANOR School

# Access to Fair Assessment Policy

Last reviewed: October 2025

Next Review: October 2026

## 1. Introduction

Bensham Manor has the necessary systems and procedures in place to allow the provision of access to fair assessments. These reflect the needs of individual students while also ensuring that the assessment continues to enable a valid, reliable and consistent judgement to be made about the achievement of all learning outcomes against the stated assessment criteria.

We aim to provide an assessment framework which provides 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. We will endeavour to ensure that all our assessment processes are fair and non- discriminatory.

Students and staff are made aware of the existence of this policy on the website and have open access to it:

This policy is reviewed annually and may be revised in response to feedback from students, teachers and external organisations.

## 2. Policy statement

Every student at Bensham Manor will be assessed fairly. This means that assessment will be a test of the student's knowledge, what they understand, and what they are able to do. Every student will be assessed using the same overall set of criteria.

Assessments will be standardised and work moderated across the classes to ensure that all students have been judged against the same standards.

Bensham Manor school's policy of 'access to fair assessment' ensures that all assessments/assessment activities undertaken by students are reliable, valid, fit for purpose, and transparent. At Bensham Manor we recognise and respect equality and diversity and therefore use a variety of assessment strategies and language appropriate to the needs of the student.

Students can expect appropriate assessment opportunities throughout the year. Learning outcomes, performance criteria and other significant elements of learning and assessment will be made clear. Constructive and focussed feedback which is appropriate to the needs of the learner will be given by the teacher to enable the student to improve their performance.

At Bensham Manor teachers/tutors will:

- Record the outcomes of all assessment activities
- Provide clear and constructive feedback to students mapped against achievement of the learning outcomes and assessment criteria where appropriate.
- Ensure that assessment tasks allow for the generation of evidence in diverse ways. Ensure that they use appropriate language at a level suitable to the student. Ensure that the assessment strategy allows for the generation of evidence against all the learning outcomes and assessment criteria.

### For students working on externally accredited courses

- We aim to ensure that all assessment of work is 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 awarding body instructions.

### Students can also expect:

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

Students working on an Gateway award must achieve the required units in order to gain a qualification. It

may sometimes be the case that some full qualifications are inaccessible because of a student's inability to demonstrate competence in all parts of the qualification or to meet the individual needs of the student. In these cases individual unit certification is available.

## 3. Cheating and plagiarism

A fair assessment of a 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 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.
- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

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

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