

## **Access To Fair Assessment Policy**

SimTrainer UK endeavours to ensure that all assessment processes are fair and non-discriminatory. Our assessment policy is based on the concepts of equality, diversity, clarity, consistency and openness.

Our course assessments are a test of the learner's knowledge, understanding and competence.

All assessments undertaken by learners ensure 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 recognise and respect equality and diversity, and therefore use a variety of assessment strategies and language to reflect the needs of individual learners.

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

Constructive and focused feedback which is appropriate to the needs of the learner will always be provided by the tutor to enable the learner to improve their performance.

Learners and staff are made aware of the existence of this policy on the website.

### **Tutors will:**

- Record the outcomes of all assessment activities
- Provide clear and constructive feedback to learners 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/communication strategies at a level suitable to the learner.
- Ensure that the assessment strategy allows for the generation of evidence against all the learning outcomes and assessment criteria.

### **For students:**

- 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
- Internal assessments 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
- 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 learner's answers 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.

### **Access Arrangements, Reasonable Adjustments and Special Consideration**

We are committed to giving all learners equal access and opportunity to demonstrate their achievements.

There may be circumstances whereby, to take account of particular learner's requirements, arrangements will need to be made, which ensure that this is achieved without conferring any unfair advantage over other learners. We will ensure that access arrangements are considered before an assessment takes place.

Please refer to our policy *Reasonable Adjustment & Special Considerations* for more information.