

2023

KLP 006 Access & Fair Examination Procedure



Policies and Procedures

Access & Fair Examination Procedure

Introduction

Group Horizon Ltd (GHL) has a duty to ensure that the integrity of external award bodies and apprenticeships are maintained at all times. At the same time GHL has a duty to ensure that it provides equality of opportunity and fair access to assessment while maintaining these standards.

It should be noted that while this policy covers arrangements on an individual basis, sometimes making adjustments to assessments for all students, provided that they meet the learning outcomes and criteria is the most inclusive way to ensure equality of opportunity.

Aims of the policy

The aim of this policy is to ensure that GHL has the necessary systems and procedures to allow the provision of fair access to assessment, including reasonable adjustments for those with disabilities or short-term circumstances that require them. These should reflect the needs of individual students and must also ensure that assessment continues to enable a valid, reliable, and consistent judgement to be made about achievement of all learning outcomes against the stated assessment criteria.

We aim to provide a variety of qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate and direct route.

The policy also provides for special consideration to be given to students that experience temporary illness, injury, or indisposition at the time of an assessment. This should allow them to demonstrate the achievement they are capable of for the units that are subject to special consideration.

Scope

This policy applies to the following:

- GHL staff;
- Assessors;
- Internal Verifiers;
- Quality Reviewers and External Verifiers;

This policy applies to all awards of the following external awards:

- Qualifications and units approved under the Ofqual Regulated Qualifications Framework;
- Education and Skills Funding Agency associated qualifications;
- Non qualification units approved by GHL.

What students can expect from us

- We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding organisation's requirements.
- All portfolio-based work will be assessed fairly against the qualification standards and tutors involved will be fully trained.
- Internal assessments will be carried out fairly and according to awarding organisation instructions.
- Externally marked controlled assessment will be assessed according to the requirements of the awarding organisation.

Cheating and Plagiarism

A fair assessment of student's work can only be made if that work is entirely the student's own. Therefore students can expect an awarding organisation 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 controlled assessment.
- They copy another student's answers during a test or examination
- They talk to other students during a controlled assessment.

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

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