



Milestone Academy Fair Assessment Policy

Aims:

- 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.
- To provide an Assessment Policy based on the concepts of equality, diversity, clarity, consistency and openness.
- To ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.
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In order to do this, Milestone Academy will:

- Make students aware of the existence of this policy and have open access to it. It can be found in the Milestone Academy ASDAN Centre Moderation file.
- Make all tutors aware of the contents and purpose of this policy and review the policy biannually and if required revise in response to feedback from students, tutors and external organisations.
- Ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements.
- Ensure all portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.
- Ensure internal assessments will be carried out fairly and according to awarding body instructions.
- Ensure externally marked tests and exams will be according to the requirements of the awarding body.

- Ensure students are 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.
- Give students appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

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 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.

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.

Policy Written by: J Tidmas

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This policy will be reviewed every 2 years