



Access to Fair Assessment Policy

Statement of Assessment

O.S.A.T Ltd aim to provide a variety of qualifications which provide all candidates with the opportunity to achieve their full potential by the most appropriate and direct route.

Our Assessment Policy is based on the principles of equality, diversity, reliability, validity, Fitness for purpose and Transparency. We will ensure the assessment meets the qualification specification requirements from the awarding body. We will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

Access

Candidates are made aware of the existence of this policy and have open access to it. It can be found on the O.S.A.T Ltd website. All trainers/assessors and Internal Verifiers are made aware of the contents and purpose of this policy. NOCN personnel will have copies made available for their files and through access to the O.S.A.T Ltd website.

What this policy covers

- NOCN nationally accredited Qualifications.
- NOCN nationally accredited Qualifications with External Assessment. Internally devised assessment.

What candidates can expect from us:

- 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.
- Externally marked tests and exams will be according to the requirements of NOCN.

Candidates 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.
- All work to be marked within two weeks of submission by the candidate.
- Where equivalents and exemptions can be applied, we will ensure this is pursued with NOCN.



Cheating and Plagiarism

A fair assessment of candidate's work can only be made if that work is entirely the candidate's own. Therefore, candidates 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 candidate'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 NOCN.

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

Review Frequency	Annually
Date policy approved and adopted	June 2017
Policy agreed by	Directors
Date policy published	June 2017
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