



Access to Fair Assessment Policy Statement

1. Policy Statement

MaCTRI aims to offer a variety of qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate and direct route. Our Fair Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness. We will endeavour to ensure that assessment processes are implemented in a way which is fair and non-discriminatory.

This policy applies equally to the internal assessment of students' work and to the assessment of work that is linked to external qualifications.

2. Access

Students are made aware of the existence of this policy and have open access to it. It can be found online at <https://meap.org.uk/policies-forms/>, while a hard copy is available from the Human Resources Department. Staff and students are made aware of the contents and purpose of this policy. This policy is reviewed biennially, but may be revised more frequently in response to feedback from students, tutors and external organisations.

3. What students can expect from us

- We aim to ensure that all assessment of work towards accredited qualifications 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 to follow the requirements of the awarding body
- We aim to ensure that all assessment of students' work not directly linked to an accredited qualification is carried out using fairly using clear criteria and following the Institute's policies



4. 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.
- All work to be marked within two weeks of submission by the student.
- Where a student has additional needs, allowable support strategies for external assessments will be put in place in accordance with guidance from the relevant awarding body.
- Where equivalents and exemptions can be applied, MaCTRI will ensure this is pursued with the relevant awarding body.

5. 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 senior staff and, in the case of accredited qualifications, 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, where relevant, 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 [Procedure for the investigation of Academic Misconduct and Appeals](#).

6. Policy amendment

This policy may only be amended or withdrawn by MaCTRI.

Adopted by Board 27.4.21