

ASSESSMENT & QUALITY ASSURANCE and MALPRACTICE POLICY

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This policy was written for Greatwood by Laura Wickham and updated by Alex Shaw.
It will be reviewed annually and updated in line with any new recommendations or legislation as it is made available.

Aim

Greatwood is committed to ensuring excellence in its educational and pastoral programmes. To ensure this commitment is met, the charity has established a framework for managing quality and standards. Quality assurance ensures that the learning opportunities enable students to meet standards for the award for which they are studying. Assessment lies at the heart of the process of promoting students learning. It provides a framework within which educational objectives are set and students' progress expressed and monitored. This should be done in partnership with the student. Assessment should be incorporated systematically into teaching strategies in order to diagnose any problems and chart progress. In turn assessment will strengthen learning across the curriculum and enhance teachers' skills and judgements. This policy outlines the purpose, nature and management of assessment at Greatwood Charity to provide Quality Assurance.

Access to Fair Assessment Statement

Greatwood is committed to providing ongoing support to students with diverse requirements and aspires to implement assessment processes in a way which is fair and eliminates discrimination. We aim to provide a variety of qualifications which allow learners to achieve their potential by the most appropriate route. On this basis, we ensure accessible services and make appropriate adjustments, where required, to facilitate students in completing their course programmes as independently as possible. Our educational team are further committed to contributing to this practice and the overall aim of assisting students in managing their individual learning and in creating an accessible learning and assessment environment for all. In making sure our Access to Fair Assessment Statement is implemented effectively and all students are treated fairly, Greatwood Education aims to:

- Make students and staff aware of the existence and contents of this policy and have open access to it. The policy can be found on the Greatwood website or on request at the main reception
- Ensure the Access to Fair Assessment Statement and practice are understood and complied with, by any personnel involved in assessment and also by candidates
- Review the policy annually and make necessary revisions in response to feedback from learners, teachers and external organisations
- Promote equality in relation to the provision of the learning programme and assessment of the qualification
- Ensure buildings and assessment sites used for delivery and assessment are accessible to all students, as far as is practicable

- Adhere to related procedures and regulations regarding reasonable adjustments to assessment and special consideration. See NOCN 'Guidance to centres in regard to reasonable adjustment and special considerations' handbook or 1st4sport Athena guides
- Request permission for the implementation of specific adjustments from the awarding body where required
- Ensure appropriate equipment/personnel (technological equipment or any assistant personnel, ie reader, scribe, practical assistant, etc.) is available for selected adjustments to delivery and/or assessment

To put this into practice successfully Greatwood will:

- Aim to ensure all assessment of work is carried out fairly and in accordance with the requirements of the relevant awarding body
- All portfolio-based work will be assessed against the qualification standards and teaching staff involved will be fully trained
- Issue a copy of this statement to all staff, trainers and verifiers, and ensure they are familiar with it
- Make this statement readily available to students on request. It is referred to on the website and can be found in the policies file, and is available on request
- Monitor and review the effectiveness of the statement and make improvements where appropriate; responding to feedback from students, tutors and external agencies.

Greatwood Students can also expect:

- To be inducted onto a new course and given information that can be shared with parents and carers
- To be given a variety of appropriate assessment opportunities during the course with feedback provided on the quality of work
- Learning outcomes and other important elements of assessment will be made clear at the beginning of each course and when each unit assignment is set

Additional Assessment Needs:

In order to create a fair and accessible learning and assessment environment for all, we aim to determine students' particular requirements and requests for the provision of access arrangements at an early stage and ask that an 'Individual Needs Assessment' be completed on enrolment. All students will be asked if they have any learning support needs that may require additional support to be put into place. Some students may need access to alternative means of providing evidence and a reasonable adjustment from submitted to the awarding body.

Students may be identified as having particular assessment requirement in relation to, for example, learning difficulties, a visual or hearing impairment, a mental illness or English as an additional language. Greatwood aims to deliver appropriate developmental support to enable them to meet the required standard. For example:

- Help with communication and numeracy skills
- Adapted equipment and physical environment
- Special information and interactive learning technology
- Confidence building

Care will be taken to ensure that assessment methods are of equal quality and rigour for all students in order to demonstrate that the student with special assessment requirements has achieved the standard expected.

Cheating and Plagiarism

A fair assessment of learner's work can only be made if the work is the student's own. Students can expect the awarding body to be informed if they are found copying or giving information or answers, unless part of a joint project. Allegations of cheating and plagiarism will lead to a full investigation according to the guidance of the relevant awarding body.

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

Rights, Responsibilities and Roles at Greatwood

Processes for staff recruitment will consider the ability of the applicants to deliver high quality teaching and learning and initial development programmes for newly appointed staff will ensure they are prepared for their learning roles.

We will assess all student work regularly, in a valid and reliable way against consistent standards in order to inform teaching, help students to make progress and to celebrate their achievements. We will involve students actively in their own learning by teaching them how to understand and use assessment criteria and feedback, and how to assess their own and others' work. We will provide pupils with meaningful feedback so they know how much progress they have made and what should they do in order to improve further. We will regularly inform schools and students of progress in a way that supports their learning.

Expectations with regard to students

Students are expected to engage fully in the assessment process, by trying their best in both informal and formal assessments. They will also carry out self-assessment, and by helping their peers through peer-assessment. During formal assessments, including external examinations, pupils will follow the exam regulations as specified by examination boards, including those regarding plagiarism.

Expectations with regard to schools

Schools are to encourage parents and carers to support the student by encouraging them to do their best in assessments, and to make constructive use of the feedback they get. They will help students prepare for any assessments and aid them to follow all exam regulations, including those regarding plagiarism. There is also an expectation that schools will inform Greatwood of any barriers to learning and achievement and considerations such as Access to Exam Arrangements.

Conditions for Effective Assessment

All the activities of Greatwood are geared, directly or indirectly, to effective learning. Assessment policy and practice are a key element in this, together with an appropriate curriculum and good teaching.

Assessment

Monitoring and Evaluation

Monitoring of assessment procedures within the course delivery will be carried out by the education team. Quality assurance of the assessment will be led by the Internal Quality Assurer. Monitoring procedures will include lesson and assessment observation, portfolio sampling, student discussions and data analysis. Evaluation of these procedures will be carried out by the External Verifier, provided by the awarding body.

Recording Achievement

Greatwood will record each learner's performance in each unit on the 'Candidate Performance Form' and update the 'Candidate Assessment Plan'. These forms should record the learner's performance against the assessment criteria evidenced by the task. Reviews will take place on a regular basis to allow the learner to assess their progress against expectations and set new targets to aim for.

Feedback on Learning

The feedback of students' work is an important Assessment tool which is essential for both progression in student learning and effective teaching. Giving specific feedback helps students to understand how they can improve. Good practice is promoted through regular, accurate and consistent marking by all staff as part of a consistent approach to teaching and learning. Written work should be marked and feedback given on the content and quality of the work.

Marking Guidelines

Staff will use their professional judgment as to the format written feedback will take, this should allow for variations in ages, learning styles and curricular area. All formats will address the 3 key questions.

- **What has the pupil done well?**
- **Where has an error occurred?**
- **What can the pupil do next to improve their work?**

All work should be annotated, initialled and dated

Any new worksheets used should be pre verified by the IV Emma Cassidy and this should be recorded by keeping a record of the approved worksheet/ or description of activity in the course folder. A master copy of each sheet should remain in the course folder.

INTERNAL QUALITY ASSURANCE/INTERNAL VERIFICATION POLICY

Greatwood is committed to internal verification and moderation as part of an ongoing quality assurance process for qualifications where coursework forms part or all of the summative assessment. A robust process ensures that assessment is fair and promotes equality of opportunity.

Internal Moderation(standardisation) Policy

This is a key process carried out throughout the delivery of a Qualification to ensure that assessment methods are consistent across all teaching staff/assessors at Greatwood in order to promote equality of outcomes for all learners.

It is the responsibility of all teaching staff to participate in the Greatwood moderation process by attending relevant meetings and training, keeping appropriate records and submitting marked learner work periodically.

Evidence of internal moderation will be kept on site until after external moderation.

Aims

- That internal moderation practices are valid and reliable and meet the requirements of the qualification awarding body.
- Internal Moderation procedures are fair and open
- Accurate records are kept of internal moderation decisions

In order to achieve these aims, Greatwood will:

- Keep records as guided by the relevant exam board and make them accessible to Internal Moderators and/or Quality Assurers
- Store coursework for a minimum of ten years
- Ensure all assessments are conducted in line with awarding body guidelines
- Ensure all teachers/assessors have current copies of the standards they are assessing
- Create a sampling plan which sets out how assessments will be checked throughout the year
- Ensure assessments are checked throughout the course and a variety of evidence types used; with particular consideration of suitable differentiation of recording methods, based on the needs of the learner
- Ensure action points identified during the moderation/verification process are addressed

Internal verification policy

The purpose of the internal verification policy is to provide guidance on the internal verification process, ensuring quality assurance of the courses and qualifications at Greatwood.

Programme of Internal Verification

The purpose of internal verification is to standardise assessment practices and decisions within Greatwood and ensure that training needs on the part of the assessor are identified and addressed. This is achieved by sampling assessment activities and documentation, and is managed through a programme setting out when an assessor is due for internal verification and the methods to be employed.

Scope of Internal Verification

The scope of internal verification should take account of actual assessment practices using observation, in combination with the sampling of verifiable evidence in the form of completed assessment records and related documentation. The knowledge requirements relating to assessment practices and current standards may be confirmed using questions or through standardisation meetings or discussions.

In each 12-month period the objectives is to complete at least two observations on each assessor's performance when the assessor is experienced and achieving consistent grades of 1 or 2 in previous observations. In the event of grades 3 or 4 being achieved then further training and observation would be planned and completed until a consistent grade 1 or 2 is achieved.

Newly qualified assessors will be observed three times in a 12 month period unless grades 3 or 4 are achieved in which case an action plan and more frequent observations will take place. Provisional assessors will be observed and work counter signed by another assessor.

All learners work will be sampled through internal verification. 50% of portfolio work will be sampled throughout the academic year on completion of the qualification. 10% will also be sampled at an interim period of the qualification. 20% of each run would be sampled through observation.

Planning of Internal Verification

The specific dates of the internal verification must be agreed with each assessor and designed to take into account assessment activities planned for a particular group. Consideration should be given to the assessment activities and available opportunities. As a guide the following methods and opportunities should be considered when planning an internal verification.

Internal Verification Records

A record of all internal verifications undertaken must be maintained using the documentation listed below.

- IV portfolio sampling report
- IV report on assessor performance
- IV report on candidate performance
- Appeal documentation (if applicable)

Internal Verification Appeals Procedure

The appeals procedures should be clearly explained to each learner before the start of their first assessment. They should be encouraged to discuss their assessment decision with the assessor and understand fully the reasons for the assessment decision.

In the event that an individual disagrees with an internal verification decision they are entitled to appeal against it following the procedure prescribed below. The aim is to resolve the issue within 14 working days after it has been raised or as soon as reasonably possible.

The learner should raise any problems, questions or queries with the assessor as a first and then the internal verifier concerned soon as reasonably practicable to discuss and attempt to resolve the issue at the earliest opportunity. If the issues are still unresolved then Helen Yeadon the Managing Director should complete the appeals documentation and contact the awarding body for guidance.

The EV should meet with those involved to discuss the issue and review all relevant documentation at the earliest opportunity.

The decision reached by the director will be final and record will be kept and copied to all parties concerned.

A copy of the appeals procedure will be kept on file.

MALPRACTICE MALADMINISTRATION & PLAGIARISM POLICY

Introduction

Malpractice is an act that threatens the quality and integrity of the assessments for the awards/ certificates/ diploma offered. In all the course programmes run by Greatwood such a policy is meant to assure their quality and proper certification. The policy leaves no scope for compromising the reputation of the awards and curriculum of NOCN and/ or of Greatwood.

Greatwood is committed to investigate all cases of failure to abide by its regulations that may constitute malpractice. Where cases of suspected malpractice are proven, Greatwood also remains fully committed to take appropriate action, including applying punitive measures and report suspected malpractice in order to maintain the integrity of the awards.

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff or candidate malpractice.

Malpractice is defined as the deliberate falsification of records in order to obtain awards/ certificates/ diploma.

Maladministration defined as the accidental claiming or issue of certificates, incompetence or simple mistake.

Plagiarism is defined as stealing ideas from someone else's work and presenting them as one's own.

Aim of policy

- To identify and minimise the risk of malpractice by staff or learners
- To respond to any incident of alleged malpractice promptly and objectively
- To standardise and record any investigation of malpractice to ensure openness and fairness
- To impose appropriate penalties and/ or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of Greatwood and the accredited qualifications delivered

In order to do this, Greatwood will:

- Seek to avoid potential malpractice by using the taster day/ induction period to inform learners of Greatwood's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- Ask learners to declare that the work is their own by completing the 'Assessment declaration'
- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven
- Give the individual the opportunity to respond to the allegations made, via the malpractice procedures
- Inform the individual of the avenues for appealing against any judgement made
- Document all stages of any investigation

Definition of malpractice by learners

The following are examples of malpractice by learners. This list is not exhaustive and other instances of malpractice may be considered by Greatwood at their discretion:

- Plagiarism of any nature
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- Copying
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- Impersonation by pretending to be someone else in order to produce the work for another or arranging to another to take one's place in an assessment/ examination/ test.

If a teacher suspects a candidate of malpractice, the learner will be informed and the allegations will be explained. The learner will have the opportunity to put forward their side of the story before any final decision is made. If the learner accepts that malpractice has occurred he/she will be given the opportunity to repeat the assignment. The teacher may in this instance, decide to re-mark earlier assignments and these could be rejected if similar concerns are identified.

Appeals

In the event that a malpractice decision is made, which the learner feels is unfair, the learner has the right to appeal in line with the Greatwood Appeals Policy.

Definition of malpractice by centre staff

This list is not exhaustive and other instances of malpractice may be considered by Greatwood at their discretion:

- Improper assistance to candidates
- Inventing or changing marks for internally assessed work (coursework or portfolio of evidence) where there is insufficient evidence of the candidate's achievement to justify the marks given or assessment decisions made
- Failure to keep candidate coursework/ portfolios of evidence secure
- Failure to keep assessment mark schemes/ standardisation forms secure
- Fraudulent claims for certificates
- Inappropriate retention of certificates
- Assisting learners in the production of work for assessment, where support has the potential to influence the outcomes of assessment, for example, where the assistance involves Greatwood staff and/or accompanying support staff producing work for the learner
- Producing falsified witness statements, for example, for evidence the learner has not generated
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/ task/ portfolio/ coursework
- Facilitating and allowing impersonation
- Misusing the conditions for Special learner requirements where the support has the potential to influence the outcome of the assessment
- Falsifying records/ certificates, for example, by alteration, substitution or by fraud
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment

Staff Malpractice Procedure

Investigations into allegations will be coordinated by Helen Yeadon (Managing Director), who will ensure the initial investigation is carried out within ten working days. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. If appropriate the staff member concerned and any potential

witnesses will be interviewed and their version of events recorded. The awarding body will be informed in the event of malpractice allegation by Alex Shaw.

The member of staff will be:

- Informed in writing of any allegation made against them
- Informed of any evidence there is that supports the allegation
- Informed of possible consequences should malpractice be proven
- Given the opportunity to consider their response to the allegations
- Given the opportunity to submit a written statement
- Given the opportunity to seek advice and to provide a supplementary statement if required
- Informed of the appeals procedure should a decision be made against them

Staff Malpractice Sanctions

Where a staff member is found guilty of malpractice, Greatwood may impose the following sanctions:

1. Refer to disciplinary procedure in Greatwood staff handbook
2. Training: require the member of staff to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
3. Special Conditions: Impose special conditions on the future involvement in assessments
4. Suspension: Bar the staff member from involvement in the administration of assessments for a set period of time