

# ACCESS TO FAIR ASSESSMENT POLICY

## Statement of Assessment

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

## Access

- Learners are made aware of the existence of this policy and have open access to it. It can be found on our website at: <https://sctsuk.co.uk/>
- All tutors are made aware of the contents and purpose of this policy.
- This policy is reviewed annually and may be revised in response to feedback from learners, tutors, and external organisations.

## What learners 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 tutors / assessors 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 the awarding body.

## Learners can also expect:

- To be fully inducted onto a new course and given all the relevant information.
- 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.
- 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 learner's work can only be made if that work is entirely the learners own, therefore learners can expect an awarding body to be informed if:

- They are found guilty of copying, giving, or sharing information or answers

- They use an unauthorised aid during a test or examination
- They copy another learner'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 under guidance of the relevant awarding body.
- If a learner feels (applicable pronouns) has been wrongly accused of cheating or plagiarism, they should be referred to the Complaint Handling Policy.

### **Extenuating Circumstances and Reasonable Adjustments**

- Safe Construction Training Solutions Ltd ensures that no learner is unnecessarily disadvantaged because of a disruptive personal or professional circumstance, or as a result of a declared special educational need or disability, which may negatively impact their ability to successfully complete an assessment.
- Learners could request an extension beyond the submission deadline should they have an extenuating circumstance (Where applicable).
- Evidence is required for this purpose and learners are required to submit such requests in accordance with the guidance provided within the 'Extenuating Circumstances Request Form' (Where applicable).
- If a learner has a special educational need or disability, Safe Construction Training Solutions Ltd will endeavour to make reasonable adjustments to support their successful completion of an assessment in line with appropriate awarding body guidance and / or tutor and ALS coordinator guidance.



Andrew Sutton  
Director  
Dated: May 2025