



UK COLLEGE
OF BUSINESS AND COMPUTING

Access to Fair Assessment Policy

Reviewed by	JS
Reviewed on	Oct 2018
Approved by	BB
Next reviewed by	Oct 2019
Version	V1.1

Introduction

UKCBC offers a variety of qualifications which provide students with an opportunity to achieve their full potential by the most appropriate and direct route. Our Assessment Marking and Feedback Policy is based on the concepts of equality, diversity, clarity, consistency and openness. We promote our assessment processes as being a transparent mechanism to assess students without bias or prejudice, whilst maintaining the standards against awarding body criteria. As a College we endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

Related Policies

- Assessment, Marking and Feedback Policy
- Internal Verification Policy
- Supporting Students with Special Educational Needs and Disabilities
- Academic Integrity and Misconduct Policy

Access to Policy

This policy is open access and all students are made aware of the existence of this policy at various stages throughout their academic journey. The policy, along with other relevant policies, is available at all times via student access on Ulearn under the 'Policies and Procedures' section. Similarly, all academic staff are made aware of the contents and purpose of this policy and can access via Ulearn. This policy is reviewed annually and may be revised for improvement in response to feedback from students, academics and external organisations.

Access to Assessment Information

- Learning outcomes, performance criteria and other significant elements of learning and assessment are made clear to students at the start of their course and when assignments are set.
- Further guidance on assessment requirements and expectations will be covered during student induction and at regular intervals throughout their academic journey.
- All necessary assessment documentation is made available to students in order to provide the right level of guidance for successful completion of assessments.
- All necessary assessment documentation is made available to students within an appropriate timeframe in order to provide sufficient time to complete all aspects of assessments.

Fair Assessment

- All assessments are carried out fairly and in keeping with the awarding body's requirements; both for internal assessments and external assessments.
- Appropriate opportunities for formative assessment and feedback will be provided within all programmes of study to support students in their developmental progress to successfully complete assessments.

- Assessments are subject to UKCBC's Internal Verification processes which operates on a risk-based sampling model. The risk is judged in accordance to the assessor's experience, duration of employment and previous performance.
- Every assessor is subject to the Internal Verification process giving students and the College confidence in the accuracy of final assessment feedback.
- Every student is subject to the internal verification process giving them and the College confidence in the accuracy of final assessment feedback.
- Feedback on the outcomes of assessment are fed back to students no later than four weeks after their submission date.
- A sample of assessed work is reviewed by the respective awarding body for accuracy in assessment process and judgements.
- In the case of external assessments UKCBC communicates with the respective awarding body to ensure students receive accurate information and feedback to support their learning.
- In order to support students in the successful completion of their qualification UKCBC ensure students have access to opportunities for resubmission and/or repeat of assessments in accordance with the awarding body regulations.

Extenuating Circumstances and Reasonable Adjustments

- UKCBC ensures that no student is unnecessarily disadvantaged as a result 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.
- Students have the opportunity to request an extension beyond the submission deadline should they have an extenuating circumstance. Evidence is required for this purpose and students are required to submit such requests in accordance with the guidance provided within the 'Extenuating Circumstances Request Form'.
- If a student has a special educational need or disability UKCBC will endeavour to make reasonable adjustments to support their successful completion of an assessment.

Academic Integrity and Misconduct

A fair assessment of student's work can only be made if that evidence is entirely the student's own. If a student is suspected of academic misconduct they will be subject to academic review in accordance with the process outlined within the 'Academic Integrity and Misconduct Policy'.