

Access to Fair Assessment Policy of West Midlands Open College Year 2013-2014

Introduction

This policy covers the arrangements for fair assessment for students taking any course at West Midlands Open College centers and online. Students are made aware of the existence of this policy and have open access to it on paper in a folder in the West Midlands Open College Centre and on the West Midlands Open College website at:

www.westmidlandsopencollege.co.uk/policies

All tutors teaching at West Midlands Open College 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 students, tutors, and external organisations.

Policy Statement

Every student taking a course at West Midlands Open College will be assessed fairly. That means that:

1. Assessment will be a test of what the student knows and what they understand, and what they are able to do.
2. For any particular course, every student will be assessed using the same overall set of exercises and criteria, regardless of the chosen assessment method.
3. Assessments will be standardised across different tutors and classes to ensure that all students have been judged against the same standards.
4. For vocational courses a wide range of assessment methods will be used to meet the learner needs. Some of the available methods may include, Professional Discussion, Examination of work product, Role play, Simulation(where allowed), Written Assignments, Case study reviews, Review of Audio or Video recorded evidence and as each exam board will allow.

Signed: Principal and CEO.....Date 1st November 2013





West Midlands Open College

5. For vocational and all work needing observation in the work place a mutual time and resource arrangement will be agreed, by involving all parties concerned; First the candidate, the work supervisor and the assessor bearing in mind the exam board deadlines.
6. For all formative and summative assessments learner needs will be in the context and facilities to enable them carry out assessments will be provided directly or outsourced.
7. It is the responsibility of the learner during the initial assessment to be as honest as possible in the West Midlands Open College about all their needs and preferences. The information will be used to plan formative and summative assessments.
 - a. Every candidate must have a right to an initial assessment, and if this has been omitted for any reason, the candidate should request for it immediately way before the term progresses,
 - b. and if also if the tutor realizes omitting initial assessment, he/she must correct it and carryout an initial assessment for candidates concerned.
 - c. The college reserves the right to conduct assessment based on the information that is available on our records of each candidate and the adjustment may not be allowed on the day of summative assessment.
8. The college sites used for any tests which require candidates to sit in one place will be facilitated with accessibility doors, and lifts to enable all candidates regardless of disability to access the test centre.

Procedure for Appeals by Students

If a student feels that they have not been assessed fairly then they should use the Appeals & Complaints Procedure to appeal the assessment decision of their tutor. However, the first step is always to discuss the situation with the tutor concerned.

You may obtain the policies for appeals on the website or by requesting a copy from complaint@westmidlandsopencollege.co.uk, and if you have kept copies of policies and notification forms we gave you, simply use that and forward to the same email address or post to the

Principals' office: 19 Thornbury Road, Walsall, WS2 8JJ
Or Ring: 0745321139, or 01922474656

Signed: Principal and CEO.....Date 1st November 2013

A handwritten signature in black ink, appearing to be 'M. L. ...', is written over a light blue rectangular stamp.