Exams: Fair assessment

Henry David Learning

Woodfield School

August 2026 – August 2027

Amendments made: August 2026

Review due August 2027

Reviewed by: Lynsey O'Keeffe

Signed off by Proprietary Body

Introduction
Woodfield School aims to offer a range of qualifications which provide all learners with the opportunity to achieve their full potential through the most appropriate and accessible route.
The school is committed to ensuring that assessment practices are fair, transparent, consistent and inclusive. Assessments will be conducted in accordance with awarding organisation requirements and will provide all learners with an equal opportunity to demonstrate their knowledge, skills and understanding.
This policy applies to all qualifications and accredited programmes delivered by Woodfield School, including NOCN qualifications, Functional Skills qualifications, vocational qualifications and internally assessed programmes.
This policy should be read in conjunction with:

- Complaints and Appeals Policy
- Reasonable Adjustments and Special Consideration Policy
- Malpractice and Maladministration Policy
- Recognition of Prior Learning Policy
- Internal Quality Assurance Policy
- Data Protection Policy

Aims
Woodfield School aims to ensure that:

- All assessments are carried out fairly and in accordance with awarding organisation requirements.
- Assessment decisions are valid, reliable and consistent.
- Learners are provided with appropriate opportunities to demonstrate achievement.
- Internal assessment is conducted by suitably trained staff.
- Internal quality assurance processes support the accuracy and consistency of assessment decisions.
- Learners have equal access to qualifications regardless of disability, learning difficulty or additional need.
- Assessment processes promote equality, diversity and inclusion.

Fair Access to Assessment
Woodfield School is committed to ensuring that all learners have equal opportunity to access qualifications and assessments.
Where a learner has an identified additional need, disability, medical condition or SEND, reasonable adjustments and special consideration arrangements may be implemented in accordance with the school's Reasonable Adjustments and Special Consideration Policy and awarding organisation regulations.
Woodfield School recognises that many learners have Education, Health and Care Plans (EHCPs) and identified needs including Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Social, Emotional and Mental Health (SEMH) needs and Cognition and Learning difficulties. Appropriate support arrangements will be considered to ensure learners are not unfairly disadvantaged during assessment.

Learner Expectations
Learners can expect:

- To be fully inducted onto a new course or qualification.
- To receive information regarding qualification requirements and assessment methods.
- To have learning outcomes, assessment criteria and expectations explained clearly.
- To receive feedback on assessed work where permitted by the awarding organisation.
- To be provided with appropriate assessment opportunities throughout their course.
- To receive appropriate support arrangements where required and permitted.
- To have assessment decisions explained clearly.
- To be treated fairly and with respect throughout the assessment process.

Assessment Practice
Woodfield School will ensure that:

- Assessment decisions are based solely on evidence of learner achievement.
- Assessment is conducted against the requirements of the relevant qualification specification.
- Assessment records are maintained accurately.
- Internal quality assurance procedures are implemented where required.
- Learner work is assessed consistently across qualifications and assessors.

- Externally assessed examinations and tests are administered in accordance with awarding organisation requirements.

Recognition of Prior Learning
Where appropriate, learners may be eligible for Recognition of Prior Learning (RPL).
Applications for RPL will be considered in accordance with the school's Recognition of Prior Learning Policy and the requirements of the relevant awarding organisation.

Appeals Against Assessment Decisions
Woodfield School recognises the right of learners to appeal against assessment decisions.
Any learner wishing to challenge an assessment decision should do so through the procedures outlined in the school's Complaints and Appeals Policy.
Learners will not be disadvantaged for raising concerns or making an appeal in good faith.

Malpractice, Cheating and Plagiarism
A fair assessment can only be made where the evidence submitted is the learner's own work.
Learners must not:
- Copy the work of another learner.
- Allow their work to be copied by another learner.
- Give or receive unauthorised assistance during assessments.
- Use unauthorised materials during tests or examinations.
- Communicate with other learners during examinations unless specifically permitted.
- Falsify evidence or assessment records.

All allegations of cheating, plagiarism or malpractice will be investigated in accordance with the school's Malpractice and Maladministration Policy and awarding organisation requirements.

Artificial Intelligence (AI)
Learners must not submit work generated wholly or substantially by artificial intelligence (AI) tools unless explicitly permitted by the awarding organisation and appropriately acknowledged.
The misuse of AI may be treated as malpractice and may result in assessment penalties or disqualification in accordance with awarding organisation regulations.

Monitoring and Review
The Principal, Exams Officer and Internal Quality Assurer will monitor the implementation of this policy to ensure assessment practices remain fair, consistent and compliant with awarding organisation requirements. This policy will be reviewed annually or sooner if awarding organisation requirements or legislation change. The date of the next review is August 2027.

Appendix A – NOCN Learner Data Notice

Purpose

Woodfield School delivers qualifications awarded by NOCN and other awarding organisations.
In order to register learners for qualifications, assessments and certification, the school is required to share certain personal information with awarding organisations and organisations involved in the regulation of qualifications.

Information Shared

Information that may be shared includes:

- Learner name
- Date of birth
- Unique Learner Number (ULN), where applicable
- Qualification registrations
- Assessment and achievement information
- Certification records
- Reasonable adjustment and special consideration information where required

Only information necessary for qualification delivery and certification will be shared.

Why Information is Shared

Learner information may be processed for the purposes of:

- Qualification registration
- Assessment administration
- Certification
- Quality assurance activities
- Regulatory compliance
- Prevention and investigation of malpractice

Who Information May Be Shared With

Information may be shared with:

- NOCN
- Other awarding organisations used by the school
- Qualification regulators
- Government agencies where legally required
- External quality assurers and auditors

Information will only be shared where there is a lawful basis for doing so.

Data Security

Woodfield School will process and store personal information in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Woodfield School Data Protection Policy

Learner Rights

Learners and parents/carers have the right to:

- Request access to personal data held by the school.
- Request correction of inaccurate information.
- Raise concerns regarding the processing of personal information.

Requests should be directed to the Principal.

Further Information

Further information regarding the processing of personal data can be found in the school's Data Protection Policy.