

Exams: Fair assessment

Henry David Learning

Woodfield School



August 2025 – August 2026

Introduction:

Woodfield School aims to offer a variety of qualifications which provide all pupils with the opportunity to achieve their full potential by the most appropriate and direct route. Our Fair Assessment Policy is based on opportunities based on 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.

Aims:

At Woodfield School we aim to ensure:

- All assessments of work are carried out fairly and in keeping with the Awarding Body's requirements.
- All portfolio-based work is assessed fairly against the qualification standards and teachers involved will be fully trained.
- Internal assessments are carried out fairly and according to the Awarding Body instructions.
- Externally marked tests and exams follow the requirement of the Awarding body.

Pupil Expectations:

Pupils can also expect:

- To be fully inducted onto a new course and given information that can be shared with parents/carers.
- That Learning outcomes, performance criteria and other significant elements of learning and assessments will be made clear at the outset of the course with feedback provided.
- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- Where a pupil has additional needs, that appropriate support strategies for external assessments will be put in place in accordance with guidance from the relevant Awarding Body.
- Where equivalents and exemptions can be applied, the school will ensure this is pursued with the relevant Awarding Body.

Cheating and Plagiarism.

A fair assessment of pupil's work can only be made if that work is entirely the pupil's own, therefore, pupils can expect the Awarding Body to be informed if:

- They are found guilty of copying, giving, or sharing information or answers, unless part of a joint project
- They copy other pupil's answer during tests or examination.
- They use an unauthorised aid during the test/ examination.
- They talk during a test/ examination.

All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant Awarding Body.