

Community Creative

Community Creative Ltd, 171 Longfellow Road, Coventry CV2 5HN
Telephone: 0845 367 0880 Fax: 024 7601 0333

Access to Fair Assessment Policy

Community Creative will have procedures for:

- Developing and reviewing assessment strategies for courses.
- Ensuring that assessment is consistent and rigorous.
- Ensuring that assessment methods will be explicit, valid and reliable,
- Dealing with breaches of assessment rules and the resolution of appeals against assessment decisions (see appeals policy).

The assessment requirements will be explained clearly to learners. Learners will also be informed of plagiarism and malpractice policies and procedures.

Tutors will meet to standardise assessment tasks. Tasks need not be identical for all groups but the demands on learners should be comparable.

There will be a variety of types of assessment tasks to meet the needs of the target group. The tasks will be appropriate to the level and target group. The assessment strategy will be monitored to ensure that overall workload and timing of assessments is not disadvantageous to learners and tutors.

Clear criteria for the marking of assessments will be given to learners. Learners will be given clear guidance on how the assessments are to be carried out.

Feedback on assessed work will be provided to learners in a way that promotes learning and facilitates improvement. Feedback will be given on all assessed work and comments will be related to assessment criteria. Learners will be informed of feedback procedures, including submission and return dates. Where assessment is through group work the contribution of individual learners should be clearly distinguishable.

Assessment decisions will be recorded systematically.

Partner organisations will follow Community Creative's requirements for the conduct of assessments.

Dated 1st June 2009

Email: info@communitycreative.org.uk • Web: www.communitycreative.org.uk