**Fair Assessment Policy/ Cheating and Plagiarism**

**Statement on Assessment**

We aim to provide an assessment framework which provides all students with the opportunity to achieve their full potential by the most appropriate and direct route.

Our assessment policy is based on the concepts of equality, diversity, clarity, consistency and openness.

We will endeavor to ensure that all our assessment processes are fair and non-discriminatory.

**Access**

Students are made aware of the existence of this policy and have open access to it as contained within the student handbook.

All tutors training at E-Laws Training 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.

**What Students Can Expect From Us**

Every student taking a course at E-Laws training will be assessed fairly. This means that:

Assessment will be a test of the student’s knowledge, what they understand, and what they are able to do.

For any particular course, every student will be assessed using the same overall set of exercises and criteria.

Assessments will be standardised across different tutors and classes to ensure that all students have been judged against the same standards. Assessments will encompass a range of methods including multiple choice questions, short answer tests, tutor observation and professional discussion.

**Students can also expect:**

Appropriate assessment opportunities during the course

Learning outcomes, performance criteria and other significant elements of learning and assessment will be made clear at the outset of a course and when assignments are given and before examinations.

All work will be assessed. Constructive and focused feedback, including written and verbal, will be given by the tutor, to enable the student to improve their performance.

When work is required to be marked, it will be carried out within 2 weeks of submission by the student.

Where a student’s work does not satisfy the criteria for passing an assessment, in whole or in part, they will be provided with clear feedback on the basis on which the assessment was made.

Students will not be limited to how many times they may take a course.

**What we expect from Students**

Students are expected to achieve the assessment criteria within the given timescale

All work submitted for assessment purposes must be the student’s own. Any work submitted that is not completely their own, will be regarded as cheating.

**Cheating and Plagiarism**

A fair assessment of a students work can only be made if that work is entirely the students own. Therefore students can expect to fail their assessments if:

They are found guilty of copying, giving or sharing information or answers, unless part of a joint project

They use an unauthorised aid during a test or examination

They copy another student’s answer during a test or examination

They talk during a test or examination

They give test information to students who have not yet taken the test

Where a tutor suspects cheating or plagiarism, they must make an assessment as to the seriousness of the incident. If it is considered to be a minor infringement then the tutor may:

Deal with the matter and provide help and guidance to the student, or

Issue a warning about future conduct, or

Direct the student to the malpractice policy.

If the incident is considered to be a major infringement, then the tutor will:

Report the matter to the Managing Director who will make an assessment as to the implications of the alleged offence.

Review the assessment policy with the student concerned, inform them of the referral, and also of their right to appeal

The Managing Director will listen to evidence from the student and the tutor,

The decision of the Managing Director will be final, subject to appeal.

**Procedure for Appeals by Students**

If a student feels that they have not been assessed or disciplined fairly then they should look to the use the **Appeals & Complaints policy for guidance.**