

MCS and ICGT Access to Fair Assessment Policy

Introduction

This policy covers the arrangements for fair assessment for students taking any course with MCS and ICGT. It is not limited to those courses which are assessed towards an OCN module. Students are made aware of the existence of this policy and have open access to it on paper in a folder from their tutor or on the MCS website at:

www.mcscourses.co.uk/documents

All tutors teaching within MCS/ICGT 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

Every student taking a course at the MCS and ICGT centres will be assessed fairly. That means that:

1. Assessment will be a test of what the student knows, 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.
3. Assessments will be standardised across different tutors and classes to ensure that all students have been judged against the same standards.

Appeal Procedure

If a student feels that they have not been assessed fairly then they should use the Complaints Procedure to appeal the assessment decision of their tutor. However, the first step is always to discuss the situation with the tutor concerned, the second step is to involve the Internal Verifier and MCS/ICGT Centre Manager.