



Avicenna International College

AIC Rules and Protocols

R-113

“Access to Fair Assessment Statement Policy”

Fair Assessment Statement

AIC is proud to have considered and implemented all the necessary systems, infrastructure, policies and procedures in place to support the provision of fair assessment to all its students at all programs and courses on offer.

A fair assessment which is also objective and well-structured is an important part of successful education and must be available to all students with any background. AIC assessments during the academic year will be reliable, valid, credible and reproducible. The results of such assessments will be communicated with the students, parents (with prior permission) and the faculty to ensure continuous and consistent supervision of the academic progress of each individual student.

AIC provides a clear assessment framework that is easy to follow and comprehend by all learners. Also, we provide the chance for continuous and multiple assessments so that the outcomes of assessments are better judged by the faculty.

AIC faculties consider and implement, at all times, the concepts of equality, diversity, non-discrimination, clarity, consistency, and openness. We understand that no two students are similar or can be judged in the same way. However, we have a set of rules and standards which need to be observed, yet we accommodate the needs of every individual in as much as possible. AIC is accredited by several international educational organizations and awarding bodies. AIC will strictly follow the assessment standards set by these organizations.

Access and Awareness

This policy of “Access to Fair Assessment” will be published on the AIC website for the awareness of all students and teachers. All students and teachers of AIC receive this document via their student email once.

Policy Statement

AIC students will be constantly assessed during their studies. Assessments may include written, online tests as well as interviews. Students are also expected to provide extended essays and research results. All tests, exams, and assessments will be prepared and administered based on pre-defined sets of standards.

AIC also organizes external exams which are created by external educational organizations and authorities such as NCUK, IB, CollegeBoard, and FEDE. In such cases, AIC will follow the rules and standards of these organizations.

AIC's policy of "Access to Fair Assessment" ensures that all assessments are reliable, valid, credible, reproducible, and transparent. AIC respects equality and diversity and therefore adopts such assessment strategies that are appropriate to the needs of our students.

Assessments such as WPT (Weekly Progress Test) measure the development of students in short intervals to ensure a reliable reflection of learning outcomes which are important for the future of each student. We create opportunities for timely, constructive, and focussed feedback sent to students, parents, faculty. This will give a unique chance for students to improve their performance.

AIC Students Should Expect:

All students can expect fair, clear and transparent assessments during their studies at Avicenna International College. Students should also expect:

- All assessments will be according to the internal standards and strictly in line with the standards of the international awarding body's requirements.
- All written assessments and portfolios will be assessed fairly against the standards set by the awarding body.

- The assessments which need to be externally marked will be processed according to the requirements of the awarding body.
- Students will be given full instructions about the exams and assessments upon their arrival to AIC during the “Orientation and Settlement” program.
- Students will be given clear and full instructions about each test and assessment prior to the start of such sessions.
- Students will have clear and transparent results of each test or assessment.
- Students will have the chance to request a review of their test, exam or assessment result. Students can officially file their complaints about any exam results. Such requests will be accepted and dealt with properly at AIC, according to the policies and regulations.

AIC Faculty Should Expect:

- The “Student Center - Department of Examinations” will record the results of tests, exams, and assessments. These results will be available to the faculty members according to their classes and responsibilities.
- Faculty will be requested to contribute to the correction of tests and fair assessments.
- Faculty will contribute to the generation of diverse, fair and transparent tests, exams and other types of assessments.
- Faculty will be fully aware of the requirements of awarding bodies and follow their guidelines and instructions in the creation of fair, transparent, reliable, credible and reproducible tests and exams.
- Extended essays and portfolios will be assessed by the faculty against the set of internal standards and the guidelines of the awarding bodies.
- Faculty will help the Student Center to assist in the induction of new students during the “Orientation and Settlement” program. Students will learn about the Fair Assessment, requirements and expectations at the onset of their course.
- Faculty will assist in conveying the results to the students and making the meaning of these outcomes understood by the students.

Cheating and Plagiarism

At AIC we make all the necessary efforts to help the students to create their own work to the best of their abilities and knowledge. Based on the policy of “Access to Fair Assessment”, we will employ any required method to make sure that the submitted work, assessment, and exam of any student is truly the result of his/her own work.

If a student is found guilty of cheating or plagiarism, a disciplinary case will be established and the student will be investigated according to the rules and regulations considering the severity of his/her misconduct. Such cases will also be reported to the awarding bodies according to their guidelines and standards.

If a student feels he/she has been wrongly accused of cheating or plagiarism, they will have the right to file a complaint according to the Complaints Policy of AIC. Such complaints will be duly dealt with according to the articles of “Reasonable Adjustments and Special Consideration”.

Examples of cheating and plagiarism include, but not limited, to the following:

- Students are found guilty of unauthorized copying material from other sources without giving the proper credit to the original work or writer.
- Students get information or answers to exam questions from other students or persons.
- Students use unauthorized aid during a test or examination.
- Students copy the answers of other students during a test or examination.

At AIC, we are committed to providing equal and unbiased access and opportunity to all our students to demonstrate their talents and achievements during the course of their study. The assistance to any particular student should not be a disadvantage to any other student at AIC.

Access arrangements

Access Arrangements are pre-examination adjustments for students of AIC or external candidates based on evidence of a special need. Access Arrangements may be decided solely by AIC or it may require prior approval of the awarding body.

Access Arrangements are meant to allow students with special educational needs, disabilities or temporary injuries to access the assessment and be able to prove their knowledge without any prejudice. If any “reasonable adjustments” are required such as readers, scribes, word processors, and Braille question papers, then the awarding bodies will be notified and any such adjustments will take place according to their standards and regulations.

Reasonable Adjustments

In compliance with the “Equality Act 2010” and in accordance with the regulations of the Awarding Body, we will make reasonable adjustments to assist any disabled or disadvantaged student in undertaking his/her assessments. Reasonable adjustments will depend on a number of factors including the needs of the disabled student. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

Such reasonable adjustments for a particular person may be unique to that individual and do not compromise a general guideline for all students.

Special Consideration

When there is a justified need for any post-examination adjustments, students may request for “Special Consideration”. These cases are related to temporary injury, illness or other indisposition at the time of the examination/assessment. The student should file a request and mention the reasons that he/she believes that factors outside his/her control have adversely affected the exam results.