



21/10/24

Review Date: 21 October 2025

**Orchard Academy**

[www.orchard-academy.com](http://www.orchard-academy.com)

## **Exams and Assessments Policy**

### **1. Introduction**

Orchard Academy is committed to ensuring that all assessments and examinations are conducted fairly, transparently, and in accordance with relevant regulations. This policy outlines our approach to assessments, the types of assessments used, and the procedures in place to ensure the integrity and effectiveness of the assessment process.

### **2. Purpose**

The purpose of this policy is to:

- Establish clear guidelines for the administration of assessments and examinations.
- Ensure that assessments are conducted in a manner that upholds the integrity and standards of Orchard Academy.
- Provide clarity on the roles and responsibilities of staff, students, and parents regarding assessments.
- Promote a fair and supportive environment that enhances student learning and achievement.

### **3. Scope**

This policy applies to all assessments and examinations conducted by Orchard Academy for students enrolled in our online programs. It encompasses formative, summative, and external assessments.

### **4. Types of Assessments**

Orchard Academy employs various assessment methods to evaluate student learning and progress, including:

- **Formative Assessments:** Ongoing assessments used to monitor student learning and provide feedback throughout the course. These may include quizzes, assignments, projects, and participation in online discussions.

- **Summative Assessments:** Evaluations conducted at the end of a course or unit to measure student understanding and achievement, typically in the form of final projects, reports, or exams.
- **External Assessments:** Standardised assessments administered by external bodies, such as national exams or assessments for qualifications.

## 5. Assessment Schedule

- Assessments will be scheduled at the beginning of each term and communicated to students and parents via the online learning platform.
- All students will receive adequate notice of assessment dates, formats, and any specific requirements.

## 6. Roles and Responsibilities

- **Exams and Assessments Coordinator:** A designated member of the leadership team will oversee the implementation of this policy, coordinate assessments, and ensure compliance with relevant regulations.
- **Teachers:** Responsible for designing and administering assessments, providing clear instructions, and offering constructive feedback to students.
- **Students:** Expected to engage actively in the assessment process, adhere to academic integrity guidelines, and seek clarification or support when needed.
- **Parents/Guardians:** Encouraged to support their children throughout the assessment process by helping to create a conducive learning environment and ensuring they meet deadlines.

## 7. Academic Integrity

Orchard Academy places a strong emphasis on academic integrity. All students are expected to:

- Submit original work and avoid any form of plagiarism or cheating.
- Understand the consequences of academic dishonesty, which may include disciplinary action and invalidation of assessments.

## 8. Accessibility and Reasonable Adjustments

Orchard Academy is committed to providing an inclusive assessment environment. We will:

- Make reasonable adjustments to assessments for students with special educational needs or disabilities, ensuring equitable access to assessments.
- Consult with relevant stakeholders, including the students and their families, to determine appropriate adjustments.

## 9. Assessment Feedback

- Students will receive timely and constructive feedback on their assessments to support their learning and improvement.
- Feedback will be communicated through the online learning platform and may include comments, grades, and suggested next steps for progress.

## 10. Appeals and Complaints

- Students who wish to appeal an assessment outcome or raise a complaint regarding the assessment process must follow the established complaints procedure outlined in the Complaints Policy.
- Appeals must be submitted in writing within [insert timeframe, e.g., 10 school days] of receiving the assessment result.

### **11. Monitoring and Review**

This policy will be reviewed annually by the leadership team to ensure its effectiveness and relevance. Feedback from students, staff, and parents will be considered during the review process.

### **12. Conclusion**

Orchard Academy is dedicated to providing a fair and transparent assessment process that enhances learning and supports student achievement. By adhering to this policy, we aim to uphold high standards of integrity and excellence in our assessments.

**Approved by:** Management Committee of Orchard Academy

**Next Review Date:** September 2025