



Inclusive Assessment and Academic Integrity Policy

Purpose

Circle of Life Rediscovery CIC (CLR) is committed to inclusive, fair and supportive assessment practices that enable all learners to demonstrate their learning and skills in ways that work best for them.

We recognise that people learn and communicate differently. This policy outlines how we provide flexible assessment opportunities while maintaining the highest standards of academic integrity.

Learning Styles and Assessment Methods

Our assessments are designed so that completing them provides evidence for all required learning outcomes. However, we understand that not every task suits every learner.

If you find that a particular assessment task does not fit your preferred learning style or you have additional learning needs, you may provide evidence in alternative formats. Examples include:

- Writing in a different style (notes, bullet points, visual mapping).
- Creating an artefact, model, or photographic record.
- Recording a short video or audio reflection.
- Having a reflective conversation with your tutor.

Please speak with your tutor as early as possible if you would like to explore different methods of showing your learning. We'll work with you to find an approach that meets your needs and the assessment criteria.

The most important thing is that your work represents **your own understanding, ideas and practice**.

Academic Integrity and Plagiarism

All evidence submitted for assessment must be your own original work. Plagiarism — using someone else's words, ideas or work without acknowledgement — is not acceptable.

You're encouraged to draw on the work, ideas and experiences of others, but you must clearly show where these come from. Referencing can be simple and practical — for example, including the author, website or organisation name when quoting or paraphrasing.

If you collaborate with colleagues on any aspect of your work, please discuss this with your tutor so that contributions can be properly acknowledged.

Definition of Plagiarism

Plagiarism is defined as **submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement.**

It is both poor scholarship and a breach of academic integrity. Examples include:

- Quoting another person's work word-for-word without acknowledging the source.
- Paraphrasing someone else's work by changing words or order without acknowledgement.
- Using ideas taken from another person or organisation without crediting the originator.
- Copying or pasting from websites or books without citing the source.
- Submitting someone else's work (in whole or in part) as your own.
- Concealing collaboration or group work when individual work was required.

Plagiarism may relate to all forms of content, including text, images, diagrams, music, data, computer code, video, or other media.

Properly acknowledging the work of others through referencing, footnotes or citation is an essential part of any professional practice.

Support and Queries

If you're unsure about how to reference or what might count as plagiarism, please ask your tutor before submitting your work. We would much rather help you understand how to present your ideas correctly than have you worry about it later.

Responsibilities

- **Tutors** are responsible for ensuring assessment methods remain inclusive and for guiding learners in academic integrity.
- **Learners** are responsible for ensuring that all submitted work is their own and that any collaboration or source material is clearly acknowledged.
- **CLR** will provide clear guidance, reasonable adjustments, and accessible learning materials to support every learner.

Review

This policy will be reviewed every **three years**, or sooner if required by awarding body regulations or changes in best practice.

Next review date: January 2027

