WRIGHT Foundation CIC

Level 4 Cancer Rehabilitation

**Course Assessment Details**

**1.)**  **Pre course reading multiple choice questionnaire (MCQ)**

 A 15-question multiple choice questionnaire (MCQ), based on your pre-course reading.

Pass mark = 70%. On course re-sits of this exam are allowed on course

**2.) Group presentation**

 A 15 minute group presentation on the risk factors, treatment (and its side effects and

 implications to exercise programming) of cancer in rehabilitation.

 (Formative exercise only)

**3.) Practical assessment:** formatively-observed session.

 A practical-based ‘role-play’ assessment testing your ability to plan and carry out an

exercise session for a referred client with cancer.

Pass/Refer only.

**4.) Day-5 multiple choice questionnaire (MCQ) and short answer questions**

 A 30-question multiple choice questionnaire (MCQ) and 3-question short answer

assessment, based on the course, based on the course material and lecture delivery

content.

Pass mark = 70%. 2 Re-sits of this exam are allowed post course

**5.) Case-study report:** post course written assessment.

To be completed post-course and is based on a theoretical ‘hypothetical’ client. Candidates have 12 weeks to complete this assessment and return it to the WRIGHT Foundation office. Pass Mark = 70%. per section; 2 submissions allowed, with the option to purchase a second case study if required for a further 2 submissions.

 **All assessments must be completed and passed in order to achieve certification**

**Full details of each assessment will be explained to candidates by your course lecturer and the office team are available to offer any additional support and assistance :**

**Exams Resits – 01382 451188 –** **info@wrightfoundation.com**

**Case Studies – 01382 451188 –** **casestudies@wrightfoundation.com**

**Please find enclosed with this handout guidance on our plagiarism, appeals and equal opportunities policies.**

**WRIGHT Foundation CIC - Plagiarism Guidance**

Plagiarism is defined as the unacknowledged use of the work of others as if this were your own original work regardless of whether there was an intent to deceive.

Plagiarism will not be tolerated by WRIGHT Foundation CIC and if detected may lead to failure to obtain your qualification. Plagiarism can occur in respect to **all types of sources and all media**

Plagiarism may be due to:

* **copying** (using another person's language and/or ideas as if they are your own)
* **collusion** (unauthorized collaboration)

Methods include:

* **quoting directly** without acknowledgement
* **paraphrasing**
* **using ideas** taken from someone else without reference to the originator
* **cutting and pasting** from the Internet to make a 'pastiche' of online sources
* **colluding** with another person

**How to avoid plagiarism**

Whilst academic writing styles can vary the main points are:

* When presenting the views and work of others, include in the text an indication of the source of the material e.g. ...as Sharpe (1993) has shown,... and give the full details of the work quoted in your bibliography.
* If you quote text verbatim, place the sentence in inverted commas and give the appropriate reference
e.g. 'The elk is of necessity less graceful than the gazelle' (Thompson, 1942, p 46)
and give the full details in your bibliography as above.
* If you wish to set out the work of another at length so that you can produce a counter-argument, set the quoted text apart from your own text (e.g. by indenting a paragraph) and identify it by using inverted commas and adding a reference as above.
* If you reproduce an illustration or include someone else's data in a graph include the reference to the original work in the legend: e.g. (figure redrawn from Webb, 1976)
* Be especially careful if **cutting and pasting** work from electronic media; do not fail to attribute the work to its source. If authorship of the electronic source is not given, ask yourself whether it is worth copying.

**The golden rule**

The lecturers must be in no doubt as to which parts of your work are your own original work and which are the rightful property of someone else.

**WRIGHT Foundation CIC – Appeals Procedure**

The WRIGHT Foundation Appeals Policy applies to all candidates who wish to appeal against the

outcome of an assessment. If a candidate feels their result is unfair or has been marked incorrectly they may appeal in writing to WRIGHT Foundation who will review the decision.

All WRIGHT Foundation candidates are assessed against set criteria determined by the relevant endorsing body :

* Level 3 Courses - VTCT– **www.vtct.org.uk.**
* Level 4 courses - PD:Approval - **www.pdapproval.com**

All WF assessors hold nationally recognised qualifications in the context of exercise and fitness to allow them to assess the achievement of these criteria.

**Procedure:**

If a candidate wishes to appeal against the decision of their assessment they must do so within **14 days** of receiving their assessment result. All appeals must be sent in writing (letter/email) to the WRIGHT Foundation office and addressed to the Quality & Compliance Manager.

The appeal must contain the following information:

* All candidate contact details
* Grounds for the appeal
* Lecturer/assessor name and course attended
* Any supporting evidence – if applicable

The WRIGHT Foundation appeals procedure comprises of 4 stages as follows:

**Stage 1:**

A learner can appeal in writing to WRIGHT Foundation, stating the reason and/or circumstances by which they wish to appeal against to the assessor who marked their assessment.

*A decision will be issued within 14 working days, from receipt of the appeal.*

If the learner is unsatisfied with the outcome proceed to Stage 2.

**Stage 2:**

The learner can then appeal in writing to WRIGHT Foundation, where a different assessor will review

the decision made by the original assessor and all supporting evidence and documentation.

 *A decision will be issued within 7 working days, from receipt of the appeal.*

 If the learner is still unsatisfied with the outcome from the independent assessor proceed to Stage 3.

**Stage 3:**

The learner can then appeal in writing to the WRIGHT Foundation, where the Lead Internal Quality Assurer (IQA) who will review the assessment decision along with all relevant documentation and evidence.

*A decision will be issued within 7 working days, from receipt of the appeal.*

 If the learner is still unsatisfied with the outcome from the independent assessor proceed to Stage 4.

**Stage 4:**

If the learner is unsatisfied with the outcome then they may appeal directly to the appropriate endorsing body.

* Level 3 Courses - VTCT– **www.vtct.org.uk.**
* Level 4 Courses - PD:Approval - **www.pdapproval.com**

The Lead Internal Quality Assurer, working with the Quality & Compliance Manager, will oversee the whole appeals process and ensure that each candidate is treated fairly and that all decisions are made based on relevant documentation and evidence provided.

WRIGHT Foundation’s quality assurance policy ensures that all standards are met and that we

provide quality and consistency during the assessment process. WRIGHT Foundation appeals policy can be found on our website ([www.wrightfoundation.com](http://www.wrightfoundation.com)) and is available on request.

**Additional Notes**

It is extremely difficult to investigate appeals without impartial evidence. Therefore appeals against referrals in practical teaching based solely on the student’s disagreement with the assessor’s decision will only be considered when accompanied by a video recording.

The student has the right to video any aspect of their assessment using their own video recording equipment provided it does not interfere with the assessment process, other students or the assessor’s ability to carry out their role(s). It is the responsibility of the student to arrange a video operator.

It is the responsibility of the student to notify WRIGHT Foundation of any medical problem which may affect student performance adversely in the assessment process, so that a decision can be made for deferral, prior to the assessment date

Appeals against referrals in the external theory result can result in the following actions:

* 1. Investigation into the WRIGHT Foundation’s invigilation procedures/delivery
	2. Re- marking of the theory papers

If you have any questions about any matters set out in appeals document pack please contact WRIGHT Foundation on 01382 451188 or email the office info@wrightfoundation.com

**WRIGHT Foundation CIC - Equal Opportunities Policy**

WRIGHT Foundation is committed to encouraging and promoting equal opportunities across all aspects of its operations.

WRIGHT Foundation will ensure that all candidates are a true representative of all diversity and that every candidate feels they are respected and are able to give their full potential. This applies to all enrolment and assessment processes in all qualifications.

WRIGHT Foundation aims:

* To provide equality opportunities for all learners throughout the qualifications delivered by the organisation.
* To ensure that no learner is discriminated against or receives less favourable treatment on the grounds of gender, gender re-assignment, age, marital status, race, ethnic origin, colour, nationality, disability, sexual orientation, religion, social status or any other irrelevant distinction.
* To provide a learning environment that promotes respect and fairness to all learners ensuring that discrimination, intimidation, harassment or bullying is not tolerated.
* To ensure that any breaches of this policy will be dealt with immediately and appropriately.
* To ensure that all qualification procedures and processes avoid creating any unnecessary barriers to achievement.

WRIGHT Foundation will continuously monitor and evaluate all aspects of the policy.

WRIGHT Foundation quality assurance process ensures that all standards are met and that we provide quality and consistency during the assessment process.

WRIGHT Foundation equal opportunities policy can be found on our website ([www.wrightfoundation.com](http://www.wrightfoundation.com)) and is available on request.