Examination, Assessment & Invigilation Policy

2020/2021

Date reviewed: 8th April 2020

Date of next review: April 2021

The policy purpose

The purpose of this policy is to ensure Sefton Community Learning Service (SCLS) implement the planning and management of exams and formal assessment, making sure that they are conducted efficiently and in the best interest of candidates and in line with the awarding body, i.e. Ascentis, NCFE, Highfield, Edexcel.

SCLS ensures the operation of an efficient exam system with clear guidelines for all relevant staff.
It is the responsibility of everyone involved in the Service's exam process to read, understand and implement this policy in conjuction with Awarding Body's policies.

1 Examination Responsibilities

1.1 **The SCLS Head of Service** has overall responsibility of the Service as an examinations centre.

The Head of Service is responsible for:

Approving the range of qualifications the Service offers

1.2 **The Assistant Manager and Curriculum Officers**

- Advises on appeals and re-marks
- Are responsible for reporting all suspicious or actual incidents of malpractice to the relevant Examination Board, in line with the JCQ rules and regulations.
- Takes responsibility for contingency planning for the administration of exams.

1.3 **Curriculum Officers** are responsible for:

- Completing course registration paperwork
- Completing the Qualification Data spreadsheet
- Advising the exams team of changes to the qualification or examination requirements
- Advising the exams team of changes to the planned qualification offered
- Negotiating exam timetables with tutors and the exams team
- Checking and submitting exams registration and entry forms to the exams team by the agreed SCLS deadline or awarding body deadline
- Organising internal verification.
- Ensuring tutors understand the Awarding Body requirements and plan courses to meet them.

1.4 **Quality Manager** is responsible for:

- Organising External Verification
- Ensuring that procedures and processes are followed up for the correct delivery and verification of qualifications.
- Ensuring the quality of the marking and internal quality assurance

- Planning and leading standardisation activities across the Service
- Ensuring actions for improvement identified through internal and external verification are implemented.
- Co-ordinating qualification approval from awarding bodies

1.5 **Tutors** are responsible for:

- Understanding the assessment requirements of the syllabus and plan accordingly.
- Understanding and adhering to IQA policies and processes.
- Advising learners of the appropriate level of qualifications and examinations requirements as part of an initial assessment and induction.
- Notification of access arrangements requirements (as soon as possible after the start of the course), by completing an Additional Support Request form and returning it to the Additional Support Co-ordinator / Exams Officer
- Completion of registration and exam entry form, ensuring learners accurately complete their details on registration forms and returning them to the Curriculum Manager/Exams Officer by the agreed deadline
- Ensuring candidates are briefed and understand exam regulations and requirements and are advised of the date, time and location of their exam. (In addition letters will be sent out to confirm by the Exams Officer)
- Provide the safe storage of coursework/ portfolios during the assessment/course

1.6 **The Curriculum Officer responsible for EQ&D** is responsible for:

- Provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairments, ESOL, IT equipment – to help candidates achieve their course aims.
- Identification and testing of candidates' requirements for access arrangements and liaison with Exams Officer to ensure special arrangements are implemented where the Awarding Body has approved.

1.7 **The Exams Officer** is responsible for:

- Ensuring exams are timetabled and student exam entries are recorded
- Ensuring all courses are registered with awarding bodies
- Maintain systems and procedure to support the timely entry of candidates for their examinations.
- Providing confirmation to the relevant tutor/ Curriculum Officer of the registrations and exam entries.
- Informing learners, in writing, of their examination arrangements
- Communicating information received by the Awarding Exam bodies.
- Prepare and maintain "exam boxes"
- Record receipt of exam papers
- Checking exam papers on receipt and secure storage of exams and live assessments
- Preparing, distributing and collecting exam packs and organising invigilation
- The secure storage of completed exam papers
- Posting of the examination papers

- Notifying students of their results and recording results on the MIS
- Record receipt, check and distribution of certificates
- Liaise with the site management department regarding the setting up of rooms for examinations.
- Accurate input of data in the Qualification Data spreadsheet
- Checking learners' ID prior to examination

1.8 **Invigilators** are responsible for:

- Collection of examinations papers and other materials from the examinations office before the start of the exam.
- Completion of required invigilation paperwork for SCLS & the Awarding Body
- Collection of all examination papers in the correct order at the end of the examination and their return to the exams office.
- The timely start and end of examinations
- Ensuring that students do not bring in any unauthorised material into the exam room.
- The conduct of students during examinations, ensuring that examinations are conducted in accordance with JCQ regulations. (as displayed in exam room)
- Reporting any suspected malpractice promptly.
- Assisting in the provision of access arrangements as and when required to meet individual student's needs.

1.9 **Learners** are responsible for:

- Entering their personal details in their registration form clearly and accurately ensuring they provide their name as wanted to be printed in the certificate (for ESOL learners, their name must be as it appears on their official ID document)
- Ensuring they arrive for their exams at least 20 minutes before the start of the exam and sign in and provide I.D. at the reception.
- Bringing in photographic Identification to the exam.
- Ensuring that they do not bring in any unauthorised material into the exam room. This includes mobile phones, Smartwatch, electronic equipment, and unauthorised notes.
- Making sure that they abide with the rules and regulations of examination.
- Make certain that they have made appropriate arrangements in order to stay the full length of the exam.
- Submitting coursework in time to meet the deadline set.
- Ensuring that work submitted is all their own work and not copied from other students or other sources.

2 Qualifications offered

2.1 The Service offers a range of qualifications from Entry level to Level 2.

2.2 The courses offered for these qualifications in any academic year may be found in the centre's published prospectus of that year and on the Service website.

2.3 If there has been a change to the qualifications to be offered, the Exams Officer must be informed by the Curriculum Managers and the details recorded in the course file as soon as the decision is made.

3 Entries, Entry Deadlines and Late entries

3.1 Candidates are selected for their exam entries by the tutors in consultantion with the Curriculum Officer.

3.2 A candidate can request a subject entry, change of level or withdrawal in consultation with tutors.

3.3 The centre does not accept entries from external candidates or operate as an examination centre for other organisations.

3.4 Retake decisions will be made by the Curriculum Officer in consultation with course tutor, the candidate and in negotiation with the exams officer.

3.5 If a learner does not sit an examination (for reasons other than illness) or do not submit coursework after an entry has been made they will be expected to repay any entry fees paid by the Service and will be withdrawn from that course.

4 Conflict of Interest

Members of staff should always disclose an activity if there is any doubt about whether it represents a conflict of interest. This applies to staff and other individuals who interact or potentially interact with the assessment-related work at SCLS. This includes staff members involved with all aspects of devising, setting, marking, administering, invigilating, internally verifying or any other activity connected with the assessment of candidates.

Conflicts of interest can arise, for example, when an individual scheduled to assess, invigilate or internally verify the work of friends, relatives, or colleagues undertaking CPD.

Reasonable steps must be taken to avoid assessment and verification of learner's work is undertaken by a person who has a personal interest in the outcome of the assessment.

Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on standards of, or public confidence in SCLS educational provision or the reputations of awarding bodies.

As and when the situation arises, assessors, invigilators, internal verifiers and administrators of assessment-related materials must notify their line managers of any learners enrolled who are family members, other relatives or close friends.

The following steps must be implemented:

- If a teaching member of staff is involved in any way with the development of a secure assessment for either internal or national use, he or she cannot make use of the knowledge of that assessment in any teaching or learning activity

- Assessors, invigilators and internal verifiers do not take responsibility to ensure the security and confidentiality of all assessment instruments, including examination papers.

- Another member of staff is asked to assess, invigilate or internally verify the work of an enrolled student who is a family member, other relative, close friend or colleague undertaking CPD within the Service. If this is not possible, the candidate must be moved to another assessment room or where possible an additional assessor or invigilator to be present.

- In line with changes implemented by our Functional Skills awarding body (NCFE) in response to the government's reform for Functional Skills, no tutor of a Functional Skills qualification can be involved in the administration of the assessment materials for L1 & L2 exams in their subject. (Administration includes receipt, secure storage, movement or preparation of confidential material for external assessments before, during or after an external assessment).

- In addition, Functional Skills subject tutors must not be involved in the invigilation of any exams in that subject, even if they have not taught those learners. For example, a Functional Skills English tutor must not invigilate any Functional Skills English exam.

- Assessments will need to be rescheduled if it is not possible to make suitable arrangements.

5 Certificates

- Candidates will receive notification of results. Once their certificate arrives the student will be able to collect their certificate from Sefton Community Learning Centre, in Seaforth. Alternatively, learners will be invited to collect their certificates during a Presentation Evening.

- Certificates can be collected on behalf of the candidate by third parties, but they must provide the Service a letter of authorisation from the candidate

- Certificates may be withheld from candidates who owe fees

- Replacements or amended certificates can be requested by learners, but there may be a charge for this.

6 Disability Discrimination Act (DDA) & Access Arrangements

All staff must ensure that SCLS provided and meet the requirements of current legislation including the **Disability Discrimination Act** 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006 and **The Equality Act** 2010. (see separate policies)