

## **External and Controlled Assessment Policy and Procedure**

The policy applies to all external assessments taken as part of a student's agreed College programme as recorded on the College Information System. Other than for re-sits internal candidates cannot be entered for an Exam unless they are enrolled on the appropriate course on the CIS database.

### **1. The role of the exams officer**

A member of centre staff can be nominated to act as exams officer. It is best practice for the exams officer not to be involved in the delivery of qualifications as they will have access to live assessment materials.

The exams officer has responsibility for managing external assessments scheduling on Exams and maintaining the confidentiality of external assessment materials.

### **2. Storage of assessment materials**

The exams officer must ensure that the confidentiality of assessment materials is maintained and that they are stored securely until destroyed. The exams officer must never review the content of assessment materials. Before external assessment. The exams officer must not download assessment materials unless they are prepared to print them. Printed assessment materials must be locked in a non-portable metal cabinet, within a secure room with restricted access. The room must be kept locked when not occupied by the exams officer. The confidentiality of the assessment materials must be maintained during transportation. If posting to another location, the exams officer must ensure assessment materials are sent in tamper-proof packaging and that the delivery can be fully tracked.

### **3. Planning and preparation for external assessment**

For learners to be scheduled for an external assessment, they must have been registered with the awarding body for a qualification that contains externally assessed units or components.

Learners should be scheduled for external assessments as soon as reasonably possible.

Paper-based assessments	Onscreen assessments
<p>Assessment materials have to be downloaded within the time frame specified in the awarding body guidance. It's best practice to schedule and download the related assessment materials at least one working day before the assessment is due to take place. This ensures that the awarding body is available to help if anything goes wrong.</p>	<p>Downloaded assessment materials must be printed and deleted straight away.</p> <p>Learners' login slips can be printed as soon as the schedule has been created.</p> <p>If a learner has been assessed as requiring additional time, the awarding body will need to be informed at least 2 working days before the assessment</p> <p>The schedule password printed on the attendance sheet must not be shared with learners until they are ready to begin the assessment under invigilated conditions</p>

#### 4. Arranging invigilation

The Exams office should ensure that tutors involved in the preparing the learners for assessment are not used as invigilators in order to avoid the conflict of interests. Invigilators are responsible for upholding the integrity of the external assessment by ensuring the procedures outlined in this document are followed. There must be at least one invigilator for every 30 learners. If only one invigilator is used, they must be able to call for assistance without disturbing learners or leaving them unattended.

Invigilators must not include:

- anyone related to a learner completing the assessment
- anyone responsible for supporting a learner with reasonable assessment adjustments during the assessment.

## 5. Entries

- It is responsibility of the Head of Department to ensure that the Exams Office is aware of the correct Board, specification and entry code for all their exams and modules for each season. This will be part of a checking exercise at the end of each Academic Year. The Exams Office must be informed immediately of any changes to this information.
- Assessors will pass on to students' information about entry and examination dates. Entries which are administered by Exams Office must be made on the class lists which are provided by the Exams Office. Students not correctly enrolled on a course cannot be registered or entered for an exam. Entries which are not submitted by the College's entry date will not be entered for the exam.
- The subject Department concerned will make entries for the class. The Exams Office will produce a class list and the assessor will indicate the exams to be taken. The assessor's signature will indicate acceptance that the exam details and entries are correct.
- College will pay for all entries which are on class list. Individual students will pay for entries for re-sit which are not associated with a current class or where it is the second or subsequent entry.
- If a Department cause the College to pay Late Entry Fees [e.g. by omitting to make entries on entering students for the wrong module] then they will be responsible for paying the difference between the normal fee and the late fee.
- Re-sit entries for all students are the responsibility of the individual. Entries must be made on the official forms which are available. Students who have not submitted payment and on entry form by the College's entry date will not be entered for exam. Assessors will be asked to confirm re-sit in order to ensure that the students are entered for the correct module and are not contravening exam board regulations.

## **6. Fees**

- College will pay for one exam entry per subject for all students on course. Students who drop a subject after exam entries have been submitted will be expected to reimburse College for their Entry Fees following receipts of an invoice. No further Examination Entries for individual students will be made until this fee has been paid.
- If the student fails to attend for any part of the examination (including submission of coursework) then they will reimburse the College for exam fees paid following receipts of an invoice. (Other than for medical reason with an accompanying Doctor's note)
- The individual student must pay the second and subsequent entry fees for an examination. These fees are not refundable.
- In case of hardship the student should arrange an appointment with Student Services who will discuss payment options. Students who wish to appeal against a decision about fees should submit their case, in writing, to the Principal stating any extenuating circumstances.

## **7. Timetables**

- A master exam timetable and individual students' exam timetables will be displayed on the Exams Notice board as soon as they are available.
- Availability of timetables will be advertised using Email.
- Individual timetables and official regulations will be published and issued via Main Reception.

## **8. Examinations**

Full regulations are displayed outside Exam Rooms and instructions are printed on Student's Examination timetables

- It is student's responsibility to ensure they are in the correct location 10 minutes before Limms published start time of the Exam. (This may differ from Examination Board published start times)
- Students must sit at the correct desk and are not allowed to leave the examination until the official end time. All students should have their ID card visible on the desk. Students wearing a Hijab must have their identity verified by a female invigilator at start of the exam.
- Special Arrangements are organised by the Exams Officer following liaison with the Admin team. Eligibility for Special Arrangements will follow Exam Board Regulations. Students will be informed of Special Arrangements when their Timetables are issued.
- Staff must keep a record of the application of special arrangements for each student in the appropriate folder on the shared drive to ensure proof of common practice can be provided.
- Students who feel they may be eligible for Special Consideration should take any evidence to the Exams Office. The Exams Officer will apply for any Special Consideration which is allowable following Exam Board Regulations.
- Students who fail to turn for examinations other than for reasons eligible for Special Consideration will be expected to reimburse the College for any exam fees incurred.

## **9. Results**

- Results can be collected from the College in person at the time and location publicised by the College. Results will not be given out over the telephone, fax or by Email. Results can only be given to a third party if pre-arranged with the Exams Office and with written permission of the person named on the results. Proof of identity will be required.

- Students who are unable to collect results should leave a SAE with the exam office. These will be posted on results day.
- The Exams Office, in accordance with individual Exam Board Regulations, will administer enquires on results.

## **10. Certificates**

- Certificates will be posted to students by a traceable method in December following the Summer Exam series.
- Any Certificates returned due to non-delivery must be collected by the student within 12 calendar months.
- Any unclaimed certificates will be destroyed.

## **11. Internal Appeals procedures for coursework assessments**

- If a student feels that there has been an error in the assessment or grading of a piece of work they should follow the following two-stages process.
- The matter may be resolved at any stage and this should be indicated on the relevant documentation.
- All stages should be fully documented and be signed by the student and the member of staff involved. There should be four copies of all documentation:

One to be filed in the student's record envelope  
One to be given to the student  
One to be filed in the department's records  
One for the relevant member of Limms

## **Stage 1 – Informal Appeals Procedure**

- The student should inform the assessor of their grievance within two working days of the receipt of the assessment decision.
- The teacher will review the assessment and notify the student of the outcome within two working days.
- If the grievance remains unresolved the student should request reassessment by a more senior member of the Department (Head of Department or relevant member of Limms) or the Internal Verifier for the programme within two working days.
- The staff will inform the student of the reassessment decision within five working days (after taking advice from the Awarding Body if appropriate).
- If the matter is still unsolved the student should progress to Stage 2.

## **Stage 2 – Formal Appeals Procedure**

- Within five working days of the reassessment decision the student should submit an appeal to the relevant member of Limms. Tutors or other appropriate staff will give help and advice in the procedural aspects of making the appeal.
- The Senior Manager will acknowledge receipt of the form in written and inform the student and Department of the date of the appeal.
- The appeal committee will be chaired by a member of Limms and include the Director.
- Copies of all relevant documentation must be provided for all members of the appeals committee at least two working days before the hearing.

- The outcome of the hearing will be put in writing with copies to the student, student record file, Department and relevant Limms member. This will take place within two working days of the appeal hearing.
- If the appeal is upheld the work will be re-assessed and any staff training issues referred to the Staff Development Team.
- If the appeal is dismissed the grade awarded will be assigned.

The decision of the appeal committee is final.

I have read and understood the External Examinations Policy and Procedure.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_.

Date: \_\_\_\_\_