



# Examination and Invigilation Policy

This policy is reviewed annually and may be revised in response to feedback from students, tutors and external organisations.

Version	Review Date	Author	Details
1.1	10/09/2020	Ebenezer	



## Scope

This policy is provided for ART Providers Ltd customers, learners and staff members who are using or delivering courses and qualifications offered by Educating UK

## Purpose

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in ART Providers Ltd's exam processes to read, understand and implement this policy. ART Providers Ltd is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all of our learners and staff are valued and respected. This exam policy will be reviewed annually.

## Communication of the Policy

Every staff member involved in the management, delivery, assessment and quality assurance of qualifications offered by ART Providers Ltd, shall be made aware of this policy during their induction period of employment. Learners undertaking ART Providers Ltd qualifications shall be informed of this policy during their induction process.

## Exam responsibilities

### **Having overall responsibility for the centre as an exam centre, the Director:**

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice.
- Advises tutors, assessors and other relevant support staff on exam timetables, and procedures of the awarding bodies.
- Oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching and assessing staff to ensure that necessary coursework is completed on time.



- Provides and confirms detailed data on estimated entries. Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications for special consideration and reasonable adjustments.
- Identifies and manages exam timetable clashes. Accounts for income and expenditures relating to all exam costs and charges.
- Oversees internal invigilators.
- Submits candidate's coursework marks and stores returned coursework, and any other material required by the appropriate awarding bodies, correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards any appeals or re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

#### **Tutors and Assessors are responsible for:**

- Identification and notification of access arrangement requirements (as soon as possible after the start of the course).
- Submission of candidate's names.
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates.

#### **Invigilators are responsible for:**

- Collection of exam papers and other material before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their safe return.

An invigilator must take the following action in an emergency such as a fire alarm: -

- Stop learners from writing
- Collect the Learner Attendance Register and evacuate the examination room
- Advise learners to leave all exam papers in the examination room
- Ensure all learners are supervised as closely as possible while they are out of the exam room to make sure there is no discussion about the exam
- Make a note of the time of the interruption and how long it lasted
- Allow learners the full working time set for the examination. If there are only a few learners, consider the possibility of taking the learners (with question papers and scripts) to another place to finish the examination
- Make a full report of the incident and of the action taken on the Invigilation Report and send to the awarding organisation.

#### **Candidates are responsible for:**

- Confirmation and signing of entries.



- Understanding coursework regulations and signing a declaration that authenticates coursework as their own.