

Exam and Assessment Policy Aurora Foxes

Policy Reference:	FOX20
Version Number:	2
Applies to:	Aurora Foxes
Associated documents:	Teaching and Learning Policy Complaints Procedure
Approved by:	Principal
Implementation date:	April 2025
Next review due by:	April 2026
<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

0. Summary of changes since previous version of policy

- Change of Exam's Officer responsibility to Assistant Head of Education.

1. Aims

The purpose of this policy is to ensure:

- The planning, administration and management of examinations and external assessment processes are conducted in the best interests of students.
- All examinations and external assessment processes are conducted in line with national and examining body regulations.
- Students are given the opportunity to obtain the highest achievement of which they are capable and competent in each subject by following the assessment criteria and procedures for each qualification; the administration of the assessment processes, whilst adhering to JCQ Regulations and awarding organisations, intends to enable students to perform to the best of their ability.

Staff understand fully their obligations and responsibilities in relation to the preparation and conducting of examinations and assessments.

Aurora Foxes meets the requirements of examination security and is properly equipped to undertake the administration of examinations.

Candidates are kept fully informed of examination and assessment requirements, procedures and results.

2. Legislation and statutory requirements

This Policy fulfils the requirements of:

- Equality Act 2010
- SEND Code of Practice (Revised September 2019)
- Teaching Standards
- Equal Opportunities Policy

3. Scope

This policy incorporates all courses and qualifications studied at Aurora Foxes which are assessed by external bodies.

4. Roles and responsibilities

The Assistant Head of Education, Programme Leads, tutors and NVQ assessors are responsible for implementing this policy, in conjunction with the IQA and Educational Admin.

4.1 Exams Officer (Assistant Head of Education) is responsible for:

- Ensuring that assessment is conducted with rigour, fairness and in accordance with current awarding body regulations.
- Ensuring that evidence for assessment is valid (it genuinely tests the skills being assessed), authentic (actually the student's original work), current (sufficiently recent and up to date), sufficient (it meets the requirements of the assessment tool or awarding body) and reliable (if the assessment were to be repeated, the results would be similar).
- Ensuring that appropriate feedback is provided to students on assessed work which promotes learning and facilitates improvement.
- The college as an exams centre, advising on appeals and re-marks.
- Ensuring all stakeholders have read and understood the complaints procedure.
- Reporting all suspected or actual incidents of malpractice.
- Overseeing examinations in line with national and awarding organisations regulations
- Taking an accurate register of all students sitting examinations.
- Collection of all exam papers at the end of the exam and ensuring their return to the exam's office

4.2 Examinations team – Assistant Head of Education and Educational Admin are responsible for:

- Managing the administration of internal assessments, external assessments, and examinations.
- Advising the Senior Leadership team, Programme Leads, assessors, tutors and other relevant support staff on annual deadlines and procedures as set out by the awarding organisations.
- Checking with the Programme Leads that the necessary assessment tasks are completed in a timely manner and in accordance with the awarding organisation.
- Ensuring that the Programme Leads track and store evidence confidentially and correctly.
- Ensuring that any coursework and other material required by the awarding organisations is returned correctly and on schedule.
- Arranging for the dissemination of exam results and certificates to students and forwarding any postal results service requests.
- Ensuring that Programme Leads have submitted accurate access arrangements for students.

4.3 Programme Leads are responsible for:

- Ensuring that Eportfolio evidence is submitted within the deadlines and timeframes agreed with the assessment team.
- Ensuring that Qualification trackers are updated regularly. Attention must be made to any change of unit titles to ensure that the assessment team and tutors are fully up to date.
- Organising teaching and learning relevant to qualification specifications so that students can access assessments/exams.
- Selecting qualification specifications and levels of entry appropriate to students' abilities in collaboration with tutors and in consultation with the Head of Education.
- Monitoring the teaching content of lessons to ensure that this matches the criteria of the qualification being delivered.
- Liaising with the IQA and ensuring that any actions are followed up in a timely manner.
- Working to the agreed deadline for the EQA.

- Identifying training needs of tutors and support staff to ensure there is an in depth understanding of the qualification being delivered and that all staff are competent to deliver the course.
- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they can be put in place before any assessment begins.

NVQ tutors are responsible for:

- Teaching and learning relevant to published specifications so that students can access exams/assessment.
- Liaising with the assessment team and notifying them when students are ready to be assessed.
- Having a clear and in depth understanding of the qualification being delivered.

Functional skills tutors are responsible for:

- Teaching and learning relevant to published specifications so that students can access exams/assessment.
- Having a clear and in depth understanding of the qualification being delivered.
- Marking Entry Level papers before being given to Head of Education to IV.
- Maintaining occupational competence and taking ownership of their continued professional development.
- Providing feedback to students on assessed work which promotes learning and facilitates improvement.
- Following internal procedures and those set out by the awarding organization.
- Identifying and raising any student underperformance, including setting up support plans

EMP tutors are responsible for:

- Teaching and learning relevant to published specifications so that students can access exams/assessment.
- Having a clear and in depth understanding of the qualification being delivered.
- Marking evidence for E-portfolio
- Maintaining occupational competence and taking ownership of their continued professional development.
- Providing feedback to students on assessed work which promotes learning and facilitates improvement.
- Following internal procedures and those set out by the awarding organisation.
- Identifying and raising any student underperformance, including setting up support plan

NVQ Assessors are responsible for:

- Following internal procedures and those set out by the awarding organisation.
- Completing accurate records and ensuring these are kept securely.
- Taking part in internal and external quality assurance processes.
- Providing feedback to students on assessed work which promotes learning and facilitates improvement.
- Tracking and reviewing student progress.
- Taking part in standardisation activities with the assessment team.

- Ensuring the authenticity of witness statements and student work.
- Ensuring students have read and understood the complaints procedure.
- Maintaining occupational competence and taking ownership of their continued professional development.
- Identifying and overcoming any barriers to fair assessment.
- Being reflective of own practice to develop personal competence.

4.4 The IQA is responsible for:

- Advising, supporting, and providing developmental feedback to assessors.
- Carrying out observations of assessment activities.
- Documenting the quality assurance process and decisions.
- Ensuring assessors interpret, understand, and consistently apply the correct standards and requirements of the awarding organisation.
- Interviewing learners, assessors, and other key stakeholders.
- Leading standardisation meetings to ensure consistency amongst the assessment team.
- Monitoring all student's journeys from start to finish.
- Planning and carrying out sampling of assessed work.
- Maintaining occupational competence and taking ownership of their continued professional development.
- Complying with EQA activities and procedures.

4.5 Educational Admin is responsible for:

- Assisting the exams officer in the efficient running of exams according to JCQ and awarding organisation regulations.
- Collection of exam papers and other material from the exam cupboard before the start of the exam.
- Processing any necessary applications to gain approval (if required).
- Ensuring that all details on the Walled Garden are up to date.
- Registering students on the correct qualification and applying for any access arrangements as identified by the Programme Leads.

4.6 Candidates are responsible for:

- Signing a declaration that authenticates that any work is their own.
- Reading and understanding the complaints procedure.
- Reading and following all the examination regulations and following instructions given by the examinations officer.
- Ensuring they conduct themselves in all assessments and exams in accordance with both internal and awarding organisation's expectations.

In any exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

4.7 Exam Venues (Examinations only)

- The venue for each exam will be confirmed prior to the examination date by the Examinations Officer. Classrooms will be used depending on numbers of candidates to be accommodated.
- A seating plan will be produced by the exams officer with appropriate 1.25m spacing between work stations according to JCQ standards.
- The deployment of readers and scribes will be the responsibility of the Exams Officer and this will be indicated on the seating plan.
- The Exams Officer and invigilators are responsible for ensuring that all venues have the required signage including notices and warnings to candidates, silence notices, mobile phone warnings etc. in accordance with JCQ regulations.
- A sufficient clock and whiteboards for exam times will be provided by the exams team.
- Replacement computers, reading pens and calculators will also be provided by the exams team.

4.8 Storage of Papers (Examinations only)

- On arrival in college, all exam materials will be signed for, logged and transferred to the secure exam's cupboard. The materials will then be stored securely in the locked safe in the exam officer's exams cupboard until the date of the examination/assessment.
- Security of all examination materials is the responsibility of the exams officer whilst such materials are present on site. Any breach of security will be reported to the Principal and directly to the appropriate exam board(s).
- Exam papers and other required materials will be distributed from the safe in the secure facility to lead invigilators at the start of the required session.
- Non examination assessments – these are internally assessed and will be internally verified before being submitted to the EQA.

5. Definitions

IQA – Internal Quality Assurer

EQA – External Quality Assurer

EMP – Employability

Access Arrangements:

- All students have special educational needs and or disabilities. They are likely to be eligible for additional support through agreed access arrangements.
- Making and submitting access arrangements for candidates to take exams is the responsibility of the Programme Leads within the timeframe given by the awarding organisation.
- Full details of levels of access are held by the Educational Admin.
- Arrangements will be made in appropriate locations for all students entitled to support.
- A candidate's access arrangements requirement is determined by the Programme Leads in line with normal way of working.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the tutors.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Educational Admin

- Rooming for access arrangement candidates will be arranged by the examination officer.
- Invigilation and support for access arrangement candidates, as defined in the JCQ and awarding organisations access arrangements regulations, will be organised by the examinations officer.

10. Monitoring arrangements

This policy will be reviewed annually by the Assistant Head of Education.