



ACS EXAMS POLICY

Approved	September 2015		
Review Date	September 2016		
Signed (Principal)		Name	
Signed (Chair of Local Governing Body)		Name	
Signed (Company Secretary)		Name	

Contents	Page
Purpose	2
Responsibilities	2
Qualifications Offered	3
Exam Seasons	4
Entries, Entry Details & Late Entries	4
Exam Fees	4
Disability Discrimination Act	5
Access Arrangements	5
Contingency Planning	5
Private Candidates	5
Estimated Grades	6
Exam Days	6
Candidates	6-7
Internal Assessment	7
Marks & Appeals	7-9
Exams & Assessment Malpractice	9-11
Exams & Assessment Malpractice Appeals	11
Emergency Evacuation	11-12
Results, EARs & ATS	13
Certificates	13
BTEC Registration & Certification	13-14
BTEC Additional Notes to ACS Assessment Policy	14
Internal Verification Policy	14-15
Appeals Policy	15
Assessment Malpractice Policy	15-16

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 the centre's exam processes to read, understand and implement this policy.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of centre, Assistant Principal for Assessment and Exams officer.

Responsibilities

Having overall responsibility for the school as an exam centre, the head of centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

Exams office manager/exams officer

Manages the administration of public and internal exams

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- oversees the production and distribution to staff, governors 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 that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- 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 using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- submits candidates' coursework marks, tracks despatch 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, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

SLT team

- Organises teaching and learning.
- Manages external validation of courses followed across KS3, 4 & 5.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of faculty/school/curriculum.

The SEN Coordinator (SENCo) is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- 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 achieve their course aims.

Invigilators are responsible for:

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

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Qualifications Offered

The qualifications offered at this centre are decided by the Head of centre, Heads of Faculty and Senior leadership team.

The qualifications offered are GCE, Functional skills, GCSE, Entry level, CACHE, ECDL and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of specification from the previous year, the exams office must be informed.

Informing the exams office of changes to a specification is the responsibility of the Head of centre, Heads of Faculty and Senior leadership team.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, SENCo, Subject teachers and Assistant Principal of Assessment.

Exam Seasons

Internal exams and assessments are scheduled in October, December, February, April and June.

External exams and assessments are scheduled in October, November, December, January, February, March, May and June.

The Head of centre, SLT team and Heads of faculty decide which exam series are used in the centre.

On-demand assessments are to be scheduled in agreement with the exams officer as per the policy for offering on-demand testing.

Timetable

Once confirmed, the exams officer will circulate the exam timetable for External exams.

Entries, Entry Details and Late Entries

The QCDA recommends the use of the Exam fees estimator tool and the exemplar case study Reducing late exams entries: Practical advice from your exams office colleagues.

Candidates are selected for their exam entries by the Head of centre, SLT team and Heads of Faculty.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

Entry deadlines are circulated to heads of department via Email, Notice board, Briefing meeting and Internal post/pigeon hole.

Late entries are authorised by Exams officer.

GCSE re-sits at KS5 are allowed.

Re-sit decisions will be made in consultation with Candidates, Subject teachers, Exams Officer, Head of centre, Assistant Principal for Assessment and Heads of subject.

Exam Fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

GCSE entry exam fees are paid by the Centre.

Exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

Disability Discrimination Act

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre, Senior leadership team, Exams officer and SENCo.

Access Arrangements

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo, Doctor and Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams officer.

Rooming for access arrangement candidates will be arranged by the SENCo with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCo with the exams officer.

Contingency Planning

Contingency planning for exams administration is the responsibility of the exams officer.

In the event of the centre being forced to close or in the event of exam board approval being removed, the centre will provide access for students to complete their course/assessments at St. Mary's Catholic High School and/or Bedford High School.

Private Candidates

Managing private candidates is the responsibility of the Exams officer.

Estimated Grades

Heads of faculty and Subject teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Exam Days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The lead invigilator/SLT will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates, but must not advise on which questions or sections are to be attempted.

In practical exams, subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of faculty at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the full exam time at the discretion of the exams officer or senior invigilator.

Note: for exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.

The Exams officer is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams officer and Subject teachers.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal Assessment

Internal assessment replaces the largely discontinued term coursework.

It is the duty of heads of faculty to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks and Appeals

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject teachers and Heads of subject.

Appeals against internal assessments/controlled assessments

The school is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff that has appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. **Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.**

The existence of this procedure is made known to students by reference in a letter and at the start of examinations courses, which is available for inspection on request.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
2. Appeals should be made in writing to the examinations officer who will investigate the appeal. If the examinations officer was directly involved in the assessment in question, he/she will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the examination officer is not able to conduct the investigation for any other reason.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and examination code of practice of JCQ. This will be done before the end of the series.
4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation frequently changes the marks awarded**

for internally assessed work. That is outside the control of the school and is not covered by this procedure. Details of the appeals procedure for the relevant awarding body are available from the examination officer.

Further guidance regarding BTEC appeals is detailed below. Pupil/parent access to the BTEC/ECDL appeals process is available through the BTEC/ECDL Centre Handbook and Subject specific BTEC handbooks.

Controlled Assessment

1. It is the responsibility of each Subject Leader to obtain the controlled assessment task details from the exam boards.
2. The Subject Leader should in discussion with their SLT link choose the most appropriate time for the controlled assessment to take place. **This date should be checked against the school calendar and the Assistant Principal of Assessment should be informed.**
3. The Controlled Assessment may take place during timetabled class time. If extra time is required beyond normal lesson time then this should be discussed with the Assistant Principal with the overview of examination purposes and processes.
4. Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Examinations Officer should be notified when a high level controlled assessment is taking place.
5. Relevant display materials must be removed or covered up.
6. All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
7. All assessment materials must be locked in a suitable secure cabinet at the end of each session.
8. Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away as in 7 above.
9. If a student is absent, the teacher must allow that student the chance to make up the time if necessary.
10. For long absences, special consideration should be applied for.
11. Entries for controlled assessment must be made at the appropriate time.
12. Attendance records from assessment sessions should be kept by the class teacher.
13. Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate.
14. Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
15. Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.

16. If suspected malpractice occurs, the Examinations Officer must be informed.
17. If a student's work is lost within the school, this must be reported to the exam board.
18. Authentication forms must be signed by the teachers and candidates.
19. Access arrangements do apply to controlled assessment.
20. The assessment marks must be submitted to the exam board by the appropriate date.
21. Candidates' work must be securely stored as in 8 above until all results have been verified.
22. Re-sits of controlled assessment may be allowed in the next exam session (as per exam board specific guidance).
23. After the results are published it may be possible to request a re-moderation of the work.

Exams and Assessment Malpractice

The Head of centre is responsible for investigating suspected malpractice.

Staff Malpractice

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the **assessment of internally marked qualifications** (such as ECDL, BTEC) and also regarding examinations invigilated by staff at the school and marked externally.

Examples of Malpractice:

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- Tampering with candidates' work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to examinations:

- Assisting candidates with exam questions outside of the awarding body guidance
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.

Staff Malpractice Procedure

Investigations into allegations will be coordinated by the Principal, who will ensure the initial investigation is carried out within ten working days. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- informed in writing of the allegation made against him or her
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven

- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him/her
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies including the Teaching Agency.

If work is submitted for moderation/verification or for marking which is not the candidate's own work, the awarding body may not be able to give that candidate a result.

Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, ACS may impose sanctions as outlined in the staff disciplinary policy.

Candidate Malpractice Policy

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked qualifications (such as ASDAN CoPE) and also regarding examinations marked externally.

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by candidates with regards to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing off as the candidate's own work, the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use
- The alteration of any results document

If a teacher suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

The following are examples of malpractice by candidates with regards to examinations. This list is not exhaustive:

- Talking during an examination
- Taking a mobile phone into an examination
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers to, or accepting notes or papers from, another candidate

The Invigilators MUST record all instances of suspected malpractice and wherever possible, they should remove and keep any unauthorised material that a candidate may have in the examination. The Examinations Officer must then be informed of any suspected malpractice. If the Examinations Officer upholds the suspicion of malpractice during an examination, the candidate will be informed and the allegations will be explained. The candidate will have the

opportunity to give their side of the story before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body may decide to penalise or disqualify them. Candidates should be warned of the possible penalties an awarding body may apply. It is unlikely that the candidate will have the opportunity to repeat the examination.

The Head of Centre MUST report to the awarding body as soon as possible, all cases of suspected or actual malpractice in connection with the examination. Form JCQ/M1 – Report of Suspected Malpractice, (<http://www.icq.org.uk/exams-office/malpractice/>) must be completed. The Head of Centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others be remaining in the room.

The Head of Centre has a duty to monitor and report potential malpractice by Invigilators.

Examination scripts should be despatched as normal, with **Form JCQ/M1** submitted separately to the relevant awarding body.

Exams and Assessment Malpractice Appeals

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal.

- | | |
|----------|--|
| Advice 1 | In such circumstances, please refer to the JCQ booklet <i>Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2014 to 31 August 2015</i> (http://www.icq.org.uk/exams-office/malpractice/). |
| Advice 2 | You may wish to photocopy Appendix 4 of the JCQ booklet <i>Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2010 4to 31 August 2015</i> (http://www.icq.org.uk/exams-office/malpractice/) and place it on your exam notice board so that candidates are aware of the penalties and sanctions. |

Emergency Evacuation Procedure

Aim: To ensure the safety of students and examination officials during an emergency evacuation and the security of all examination paperwork.

Instructions to Candidates:

In the unlikely event that the fire alarm sounds during an examination, it is important that staff and students follow the instructions as detailed below:

- SILENCE must be maintained at all times.
- Candidates to remain seated and await instruction.
- The Examinations Officer will inform all candidates to stop writing and listen for instructions.
- Examination papers must be left, face down, on the desk.
- Evacuation will normally be via the doors at the side of the Main Hall. Candidates will be informed by the Examinations Officer which exit to use.
- Please note that students will still be under exam conditions and so must not use their mobile phones or any other electronic device, nor speak to other candidates. It is likely that the exam will continue once you have returned to the building.

Assembly Point:

Students and Invigilators will wait on the right hand side of the playground area behind the canteen block.

Instructions to Invigilators:

The Invigilators must take the following action in an emergency such as a fire alarm.

- Prior to commencement of examinations (i.e. during announcements), the emergency exits will be pointed out to candidates in the examination venue.
- If the Fire Alarm should sound then the Examinations Officer will inform all candidates to stop writing and listed for instructions.
- At all times, SILENCE must be maintained.
- A member of SLT will come to the Main Hall and inform all concerned whether to evacuate or stay in their seats.
- If an evacuation is required, then the examination papers must be left, face down, on the desk and must be left in the room.
- The Invigilators will be responsible for leading their designated rows or section of students to the assembly point.
- When the Exam room is empty then the Examinations Officer MUST ensure that all doors are locked.
- When candidates have reached the Assembly Point, Invigilators will take a register to ensure that all candidates are accounted for. Any missing candidates should be reported to the Examinations Secretary and the school's Examinations Officer.
- When the evacuation is over, the Examinations Officer will lead candidates back to the Main Hall and once everyone is settled, then the exam will recommence.

Emergencies Summary

The Examinations Officer MUST take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room. Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Make a note of the time of the interruption and how long it lasted
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Advice

In dealing with emergencies, you should be aware of the centre's policy and the expectations of the Local Authority, where appropriate. This centre policy for dealing with an emergency evacuation of the examination room, is subject to inspection by the JCQ Centre Inspection Service.

Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

Candidates will receive individual result slips on results days, in person at the centre.

Arrangements for the centre to be open on results days are made by the Exams officer.

The provision of staff on results days is the responsibility of the Exams officer.

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Certificates are Presented in person and Collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

The centre retains certificates for two years.

BTEC Registration and Certification

Aim:

To register individual learners to the correct programme within agreed timescales.

To claim valid learner certificates within agreed timescales.

To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this, the centre will:

- Register each learner within the awarding body requirements.

- Provide a mechanism for programme teams to check the accuracy of learner registrations.
- Make each learner aware of their registration status.
- Inform the awarding body of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body.
- Audit the certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification.

BTEC Additional Notes to ACS Assessment Policy

Aim:

To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals.

To ensure that the assessment procedure is open, fair and free from bias and to national standards.

To ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, the centre will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment.
- Assess learner's evidence using only the published assessment and grading criteria.
- Ensure that assessment decisions are impartial, valid and reliable.
- Develop assessment procedures that will minimise the opportunity for malpractice.
- Maintain accurate and detailed records of assessment decisions.
- Maintain a robust and rigorous internal verification procedure.
- Annually provide samples for National Standards Sampling as required by the awarding body.
- Monitor NSS reports and undertake any remedial action required.
- Share good assessment practice between all BTEC programme teams.
- Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff.
- Provide resources to ensure that assessment can be performed accurately and appropriately.

Internal Verification Policy (further information in staff handbook and student handbook)

Aim:

To ensure that IV is valid, reliable and covers all assessors and programme activity.

To ensure that the IV procedure is open, fair and free from bias.

To ensure that there is accurate and detailed recording of IV decisions.

In order to do this, the centre will:

- Ensure that all centre assessment instruments are verified as fit for purpose.
- Verify an appropriately structured sample of assessor work from all programmes and teams, to ensure centre programmes conform to national standards and NSS requirements.

- Plan a termly internal verification schedule, linked to assignment plans.
- Define, maintain, and support effective internal verification roles.
- Ensure that identified staff will maintain secure records of all internal verification activity.
- Brief and train staff of the requirements for current internal verification procedures.
- Promote internal verification as a developmental process between staff.
- Provide standardised IV documentation
- Use the outcome of internal verification to enhance future assessment practice.

Appeals Policy (further information in student handbook)

Aim:

To enable the learner to enquire, question or appeal against an assessment decision.

To attempt to reach agreement between the learner and the assessor at the earliest opportunity.

To standardise and record any appeal to ensure openness and fairness.

To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.

To protect the interests of all learners and the integrity of the qualification.

In order to do this, the centre will:

- Inform the learner at induction, of the Appeals Policy and procedure.
- Record, track and validate any appeal.
- Forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted.
- Keep appeals records for inspection by the awarding body for a minimum of 18 months.
- Have a staged appeals procedure.
- Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals to inform quality improvement.

Assessment Malpractice Policy (further information in staff handbook and student handbook)

Aim:

To identify and minimise the risk of malpractice by staff or learners.

To respond to any incident of alleged malpractice promptly and objectively.

To standardise and record any investigation of malpractice to ensure openness and fairness.

To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven.

To protect the integrity of this centre and BTEC qualifications.

In order to do this, the centre will:

- Seek to avoid potential malpractice by using the induction period and the student handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show learners the appropriate formats to record cited texts and other materials or information sources.
- Ask learners to declare that their work is their own.
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre/QN and all personnel linked to the allegation.
- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- Give the individual the opportunity to respond to the allegations made.
- Inform the individual of the avenues for appealing against any judgment made.
- Document all stages of any investigation.

The Exams Policy will be reviewed every 12 months by KLT & NH