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DOCUMENT DETAILS

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Summary	This Policy details the College's approaches to administration and implementation of Examinations for Higher Education			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	Date passed

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IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	~~Yes~~ / No
GDPR	~~Yes~~ / No
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Friendly version of policy available	~~Yes~~ / No

DOCUMENT CONTROL

Version history			
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1	5 August 22	Annual Review and OU conditions	David Carlill
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1. Key Staff Involved with Exams Policy

Role	Name(s)
CEO and Principal	**Janet Smith**
Exams officer line manager (Senior Leader)	**Jayne Wilkinson (Head of Exams & Student Records)**
Exam Team Leaders	**Tina Hudson; Glen Hurst**
Learning Support	**Margaret Clark (Senior Head of Inclusion & Support)**
CMT member(s)	**Rich Williams (Vice Principal of Funding, MIS & IT)**

2. Objective

The College is committed to ensuring that the Exams management and administration process is run effectively and efficiently and in compliance with HE Awarding Organisation and partner validation requirements.

This Exams Policy will ensure that:

- all aspects of the centre's Higher Education Exam process is documented to ensure fairness and clarity
- all College staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to HE Awarding Organisation regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- Students sitting exams understand the process and what is expected of them
- Staff inputting student marks and contributing to the awarding of outcomes are clear on process and deadlines.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This policy is reviewed every two years to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current HE Awarding Organisation and partner validation regulations, instructions and guidance.

3. Registration with HE Awarding Organisation/Validation HEI

Students

- Enrol with full legal name.

Course Leaders

- Ensure all students are enrolled accurately on the right qualification, with the correct personal details.

- All enrolment data is passed on to Awarding Organisations without manual intervention. Full and legal names must be used.

Exams Team

- Register students in EBS MIS system according to enrolments.
- Export registration data and send to HE Awarding Organisations in the relevant format within 10 weeks of the course start date.
- Check enrolment reporting throughout the year to ensure any late enrolments, or transferred students are registered in a timely manner.

4. Requesting and Running Examinations

Course Leaders

- Ensure any students with a learning support need are referred to the Learning Support Team to be assessed, and a recommendation made to the Exams team for Exam Access Arrangements, in line with HE Awarding Organisations regulation and internal deadlines:
  - Students are referred to learning support by Curriculum for an assessment by agreed deadlines.
  - Learning support conduct an assessment and make a recommendation for Exam Access Arrangements to the Exams Team to be recorded in EBS as a student entitlement.
  - Access Arrangements must be in place and recorded in EBS 6 weeks prior to an exam date.
  - Learning support evidence must benchmark against JCQ standards for all HE students.
- Submit exam entry requests via EBS Staff Hub 4 weeks ahead of the exam date.
- Ensure all electronic copies of assessment materials are kept securely. Electronic copies of the paper to be provided to Exams one week prior to the exam for secure printing and then moved in to the secure storage.
- To be available to collect completed exams at the point the exam finishes, or from the Exams office secure storage where this isn't possible.

Exams Team

- Ensure secure storage arrangements are in place for assessment material, in accordance with HE Awarding Organisations regulations:
  - All papers locked in secure safes, or cabinets with lock bars.
  - Within a locked room, with solid wall, floor and ceiling construction. In an area of the college not accessed by students.
- Ensure appropriate rooming is made available to accommodate all exam requests in line with guidance & regulations:
  - Students sitting at exam desks must be a minimum 1.25m from centre of desk to the centre of the nearest desk in all directions.
  - Sufficient space for all students, invigilators, bags and belongings with room for invigilators to walk comfortably around the room without disturbing students.
  - Minimum of 1 Invigilator per 20 exam candidates.
  - Room is well lit, quiet, easily accessible, and has a sufficient number of clocks so that all students in the room can see the time.
  - Rooms booked in EBS.
  - Setup requirements communicated to the Estates Team.
- Ensure appropriate invigilators are recruited, trained, and have refresher training to stay on top of HE Awarding Organisations regulations:

  - Invigilators are recruited by the Exams Team.
  - Induction is carried out in part by People Services (DBS checks, references), and the Exams Team (including completion of all College mandatory training modules).
  - Exams Team ensure access to IT, email, EBS, and to train invigilators on policy, procedures and accessing key documents and information.
  - New invigilators shadow experienced invigilators until they can demonstrate compliance and are competent to run exams on their own.
  - All invigilators attend annual training meeting.
- Process all exam entry requests and confirm details to Course Leaders.
- Record all Access Arrangements in EBS and have auditable evidence of students support need & benchmark against JCQ standards.
- Ensure all exam information is available for students in their MyNottingham account and for Course leaders in EBS Staff Hub:
  - Registrations
  - Exam entries
  - Date, time, location of exams with Google map link for venue detail
  - Certification claim status and date
  - Results and dates of certification postage
- Ensure conduct of exam rules and regulations are followed throughout the exam process (see invigilator section below).
- Securely hand over assessment material to Course Leaders following the exam.
- Contingency planning:
  - All HE exams are internally run and internally assessed.
  - In the event the exam can't run at the intended date/time, all efforts will be made to reschedule the exam for the earliest possible point where the College is able to open.

Invigilators

- Collect exam material from the exam's office, signed paper log completed by Exams Team.
- Arrive to set up the exam room 45 minutes prior to the published start time.
- Display all relevant signs and notices inside and outside the exam room.
- Ensure table are set out so students are 1.25m apart with sufficient space to walk round the room.
- Ensure clocks are visible to all students in the room.
- Candidate lists are displayed outside the room, candidate desk cards are on the exam desks and a seating plan is completed.
- Students briefed outside the exam room on the conduct of exam regulations.
- Student identity checks carried out once students are in the exam room.
- All mobile phones switched off and placed in bags with any other unauthorised material, bags placed away from students at the front of the room.
- Re-iterate the regulations in the announcement to start the exam.
- Clearly display start and end times.
- Respond to any student queries in the exam but provide no help on subject content.
- Uphold exam conditions throughout.
- Report any instances of malpractice.
- Ensure students leave the exam room without disturbing anyone that is still working.
- Return completed HE papers to the Course Leader or return to the exams office to be locked away in secure storage.

Students

- To take note of their exam location and arrive 30 minutes prior to the exam start.
- To bring their Nottingham College photo ID and lanyard as proof of identity.
- To ensure mobile phones are switched off and in bags.
- Only bring into the room material permitted in the exam.
- To read the regulations on their desk card and to sign the desk card to confirm attendance & understanding of the regulations.
- To stay in exam conditions until the exam is over and they are permitted to leave the room.
- To understand the exam regulations and that any breach will be reported and treated as malpractice with the potential for a score of zero for that paper if upheld.

5. Recording of Learner Outcomes in HE Awards Manager in EBS

Course Leaders

- Provide accurate accredited course module and element listings with weightings prior to registration with HE Awarding Organisation:
  - All detail provided will form the transcript reporting that students receive following ratification at HE Exam Board.
- Provide names of module leaders to have access to input marks in EBS.
- Check registration listings for accuracy.
- To check submitted marks for accuracy.
- To ensure all marks are submitted one week prior to HE Exam Board.
- To liaise with the Exams Team to ensure all students have an award processed in EBS Awards Manager, and check this for accuracy ahead of HE Exam Board.

Exams Team

- Provides access to the relevant staff to input marks.
- To ensure that the course module and element listings/weightings match the validated programme details.
- Liaise with Course leaders to ensure all students have an accurate outcome awarded in EBS Awards Manager that can be checked for accuracy ahead of HE Exam Board.
- To produce documentation to support HE Exam Boards:
  - Overall learner award outcome
  - Module outcomes to support borderline awarding decisions.
- To produce conferment listings to send to HE Awarding Organisations.
- To receive certificates from HE Awarding Organisations and check against EBS for accuracy ahead of graduation ceremony.

Students

- To submit all work by the notified deadline.
- To have paid fees in full, or certification will be blocked.
- To ensure personal & address details are accurate so that notification of decisions from HE Exam Board is received.

Appendix 1: HE Exams Process flowchart.

Higher Education Awarding Process.

