

DOCUMENT DETAILS

Document Name:	HE Examination Policy
Document reference	HEEPolRV1.1
Version	1.1
Issue Date:	September 2022
Review Date:	August 2023
Document Author	David Carlill
Document Owner	Rich Williams
Applicability	All relevant staff
Summary	This Policy details the College's approaches to administration and implementation of Examinations for Higher Education

DOCUMENT CONTROL

Version history			
Version	Date	Reason for release/version update	Issued by
1	5 August 2022	Annual Review and OU conditions	David Carlill

DOCUMENT APPROVAL

Approving person/body	Job Role (where applicable)	Date Approved
Academic Board		September 2022

COMMUNICATION

Date sent to OLT	
Date sent to Internal Comms	
Publication required on External Website?	NO



Higher Education Exams Policy 2022/2023

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the exams policy

Role	Name(s)
CEO and Principal	Janet Smith
Exams officer line manager (Senior Leader)	David Carlill
Exam Team Leader	Tina Hudson; Glen Hurst
Learning Support	Margaret Lane
CMT member(s)	Rich Williams, Director of MIS

Purpose of the policy

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.
- the workforce is well informed and supported
- 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 annually 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.

Registration with HE Awarding Organisation/ Validation HEI

Students

- Enrol with full legal name.

Course Leaders

- Ensure all learners are enrolled accurately on the right qual, with right personal details
- All Enrolment data is passed on to Awarding Organisations without manual intervention. Full and legal names must be used.

Examinations

- Register learners 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 learners are registered in a timely manner.

Requesting and running Examinations

Course Leaders

- Ensure any learners 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:
 - Learners are referred to Learning support by Curriculum for an Assessment by 31st December deadline.
 - Learning support conduct an Assessment and make a recommendation for Exam Access Arrangements to the Exams Team to be recorded in EBS as a learner 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 learners.
- Submit Exam Entry Requests via EBS staff hub 4 weeks ahead of the Exam date
- To ensure all electronic copies of Assessment Materials are kept securely. Electronic copies of the paper to be provided to Exams 1 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.

Examinations 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.
 - Maximum 4 nominated key holders
- 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 learners.
 - 1 Invigilator per 20 Exam Candidates, minimum 2 Invigilators per room to ensure toilet breaks are supervised.
 - Room is well lit, quiet, easily accessible, and has a sufficient number of clocks so that all learners in the room can see the time.
- Rooms booked in EBS
- Set up 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 Examinations Team.
 - Induction is carried out in part by HR (DBS checks, references), and the Examinations Team (Mandatory training modules in Safeguarding, Equality & Diversity, Fire Safety, Prevent, GDPR, Manual Handling, and the Governments Keeping Children Safe in Education legislation).
 - Examination Team ensure access to IT, email, EBS, and train on Policy, Procedure & Accessing key documents and information.
 - New Invigilators shadow lead Invigilators until they can demonstrate compliance and are ready to run Exams on their own.
 - 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 learners in their EILP, & for Course leaders in EBS Staff Hub:
 - Registrations
 - Exam Entries
 - Date, Time, Location of Examinations with google map link for venue detail.
 - Certification claim status & date
 - Results and dates of certification postage.
- Ensure conduct of Exam rules & 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 & 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 Exams office, signed paper log completed.
- Arrive to set up the Exam room 40 minutes prior to the published start time
- Display all relevant signs and notices inside and outside the Exam room
- Ensure tables are set out so learners are 1.25m apart with sufficient space to walk round the room.
- Ensure clocks are visible to all learners in the room.
- Candidate lists are displayed outside the room, Candidate desk Cards are on the Exam desks and a Seating Plan is completed.
- Learners briefed outside the Exam room on the Conduct of Exam regulations.
- Learner Identity checks carried out as learners enter the room.
- All mobile phones switched off and placed in bags with any other unauthorised material, bags placed away from learners 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 learner queries in the Exam, but provide no help on subject content.
- Uphold Exam conditions throughout
- Report any instances of malpractice
- Ensure learners 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 at least 15 minutes prior to the Exam start. Late arrival up to 30 minutes after the published start time will be allowed to start the Exam. Late arrivals more than 30 mins after the published start will not be allowed to sit.
- 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 in to 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.

Recording of Learner Outcomes in HE Awards Manager in EBS

Course Leaders

- Provides 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 learners 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 1 week prior to HE Exam Board
- To liaise with the Examinations Team to ensure all learners have an Award processed in EBS Awards Manager, and check this for accuracy ahead of HE Exam Board.

Examinations

- 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 learners 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.

