



## HORIZON COMMUNITY TRAINING EXAMS POLICY & PROCEDURE

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### Introduction

Horizon Community Training (Horizon) is fully committed to ensuring that exams are conducted in a fair and reasonable manner.

### Purpose

To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates and to ensure the operation of an efficient exams 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 & procedure.

### Exam responsibilities

#### The Executive Director

- Has overall responsibility for Horizon as an exams centre
- Is responsible for reporting all suspected or actual incidents of malpractice as detailed in the Learner Malpractice & Plagiarism policy & procedure

## Exams Officer

- Manages the administration of internal exams and external exams
- Advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to relevant centre 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 that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with Awarding body guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administers access arrangements and makes applications for special consideration following Awarding Body Guidelines.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and appropriate parties.

## Tutors and Assessors

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Supplying information on entries, coursework and controlled assessments as required by the Executive Director and/or Exams Officer.
- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- Process any necessary applications in order to gain approval (if required).

- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

### Lead Invigilator/Invigilators

- Assisting the exams officer in the efficient running of exams according to Awarding Body regulations.
- 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 ensuring their return to the exams office.

### Candidates

- Confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the Awarding Body regulations.

### Qualifications Offered

The qualifications offered at this centre are decided by the Executive Director.

The types of qualifications offered are

- Functional Skills English
- Functional Skills Maths

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Awarding Body must be informed at the earliest opportunity. Informing the Awarding Body of changes to a specification is the responsibility of the Exams Officer. Decisions on whether a candidate should be entered for a particular subject will be taken by the Tutor in consultation with the Assessor.

### Exam Schedule

Internal exams (mock or trial exams) and assessments are scheduled in over the course of the academic year by the Executive Director after consultation with Tutors and Assessors. Internal exams are held under external exam conditions.

### Exam Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal and external exams at a specified date.

## Entries, Entry Details and Late Entries

Candidates or parents/carers, can request a subject entry, change of level or withdrawal. Horizon does not accept entries from private candidates and does not act as an exams centre for other organisations. Entry deadlines are circulated to Tutors via briefing meetings. Tutors/curriculum will provide estimated entry information to the Exams Officer to meet the awarding body deadlines. Functional skills re-sits/retakes will be permitted. Re-sit decisions will be made by the Tutor in consultation with the Assessor.

## 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.

The exams officer will publish the deadline for actions well in advance for each exams schedule.

Functional skills entry exam fees, late entry or amendment are paid by Horizon.

Fee reimbursements are sought from candidates:

- If they fail to sit an exam
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances then re-sit fees are paid by the centre.

## Equality Legislation

All Horizon exam staff must ensure that they meet the requirements of any equality legislation.

Horizon will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies. This is the responsibility of the Executive Director.

## Access Arrangements

Tutors of candidates with inform the Exams Officer of any special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams. A candidate's access arrangements requirement is determined by the Tutor.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Tutor and Assessor. 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 Exams Officer.

Invigilation and support for access arrangement candidates, as defined by the Awarding Body, will be organised by the Exams Officer.

## Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer. Contingency plans are available via email, briefing meetings, internal post/pigeon hole, and are in line with the guidance provided by the Awarding Body.

## Estimated Grades

Tutors are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

## Managing Invigilators

External staff will be used where possible to invigilate examinations. These invigilators will be used for internal exams and/or external exams. Recruitment of Invigilators is the responsibility of the Business Support Manager. Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Business Support Manager. DBS fees for securing such clearance are paid by the centre. Invigilators' rates of pay are set by the Business Support Manager. Invigilators are recruited, timetabled, trained, and briefed by the Business Support Manager and the Executive Director.

## Malpractice

The Executive Director in consultation with the Business Support Manager, is responsible for investigating suspected malpractice.

## 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 staff are responsible for setting up the allocated rooms, and will be advised of requirements 24 hours in advance.

The Invigilator will start and finish all exams in accordance with the Awarding Body.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by the Awarding Body concerning who is allowed in the exam room and what they can do.

In practical exams, Subject Tutors' availability will be in accordance with The Awarding Body guidelines.

Exam papers must not be read by Subject Tutors or removed from the exam room before the end of a session. Papers will be distributed to Tutors in accordance with The Awarding Body recommendations and no later than 24 hours after candidates have completed them. After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with The Assessor.

## Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Tutor.

Horizon's rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and Horizon accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. 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.

Disruptive candidates are dealt with in accordance with The Awarding Body guidelines. Candidates are expected to stay for the full exam time at the discretion of the Tutor.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

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

## Clash Candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## Special Consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Executive Director to that effect.

The candidate must support any special consideration claim with appropriate evidence within 14 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within 21 days of the exam.

## Internal Assessment

It is the duty of Tutors to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by The Assessor. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Learner's Appeal Policy & Procedure.

## Results

Will be issued by the Exams Officer in person

## Enquiries about Results (EAR)

EARs may be requested by Horizon staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by Horizon

All decisions on whether to make an application for an EAR will be made by the Executive Director.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Learner Appeal's policy & Procedure

All processing of EARs will be the responsibility of the Exams Officer following the Awarding Body's guidelines.

## Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 28 days of the receipt of results.

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

An EAR cannot be applied for once an original script has been returned. The cost of EARs will be paid by the candidate. Processing of requests for ATS will be the responsibility of the Exams Officer.

## Certificates

Candidates will receive their certificates in person at the Horizon centre.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are. The centre retains certificates for 2 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.