

# Examinations Policy

## HIGHER EDUCATION

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## **1.0 The Policy Purpose**

**1.1** The purpose of this document is to ensure

(i) the planning and management of exams is conducted efficiently and in the best interest of candidates;

and.

(ii) ensure the operation of an efficient, secure exam system with clear guidelines for all relevant staff.

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

**1.3** The exam policy and procedures document will be subject to review every two years by the Assistant Principal of Information Services and the Head of Examination Services in consultation with the Deputy Principal and Directors of Faculty.

**1.4** Where exams are conducted at satellite campuses the Head of Centre replaces the Head of Examination Services and their office/location of the secure exam safe replaces the Examinations Office. The same audit trail and security arrangements apply to all campuses.

## **2.0 Exam responsibilities**

### **2.1 Head of Examination Services (Head of Centre in satellite campuses)**

Manages the administration of public and internal exams:

- Advises the senior management 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 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 where appropriate, their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that registration, exam entries and coursework are completed on time and in accordance with awarding body guidelines.
- Provides and confirms detailed data on any estimated entry requests.
- Receives checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the awarding bodies published documentation.
- Identifies and manages any exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the Examinations Administrator in organising the recruitment, training and monitoring of a team of Exams Invigilators responsible for the conduct of exams.

- Submits candidates' coursework or portfolio marks, tracks the 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 academic staff any appeals/re-mark requests.
- Maintains systems and processes to support the timely registration or entry of candidates for their exams.
- Maintains achievement on the central database.

## **2.2 Tutors are responsible for:**

- Notification of any access arrangements requirements if not already identified through the application process.
- Submission of candidates' names for registration or exam entry to the Exams Office on Exams Sharepoint page – 15 days' notice is required
- Storing internal assessments/HE internal examinations (electronic copies only) in secure location prior to submission to Exams Office (**see Appendix 1 for detail**)
- Printing internal assessments/HE internal examinations in the security of the central Reprography area; waiting to collect whilst papers are produced.
- Submission of internal assessments/HE internal exams to the Exams Office or satellite campus equivalent in accordance with requirements (see below **Receipt of Exam Papers**): at least 5 days prior to the exam taking place.

## **2.3 Director of Foundation Learning and Learning Support together with Heads of Centre is responsible for:**

- Identification and assessment of candidates' requirements for access arrangements
- Ensuring those needs are met

(see Section 5.5 for further detail on access arrangements).

## **2.4 Lead Invigilator/Invigilators are responsible for:**

- Collection of exam papers and other material from the Exams Office before the start of the exam.
- Conduction of examinations in accordance with relevant Joint Curriculum Qualifications Regulations and/or local procedures
- Collection of all exam papers in the correct order at the end of the exam and their secure return to the Exams Office.
- Submitting a report if any breach of conditions or unusual activity occurs

## **2.5 Candidates are responsible for:**

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

## **3.0 Timetable**

**3.1** Once confirmed, the Exams Timetable will be published on Sharepoint and Weblearn and added to the Examination Notice Board by Head of Department/Head of Centre in the relevant campus.

**3.2** Higher Education results will only be issued following ratification of the relevant Exam Board (signed off by the Director of Higher Education and Academic Registrar) and issued from the Quality Office and Head of Department.

## **4.0 Exam Fees**

**4.1** Normal registration and exam fees are paid by the Exams Office using departmental expenditure codes.

**4.2** Late entry or amendment fees are paid by whoever is responsible for making the change.

**4.3** Re-sit fees are paid by the Candidates, except where mitigation has been authorised.

## **5.0 Equality Act 2010**

### **5.1 Definition of a disability**

Section 6 of the Equality Act 2010 defines disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on someone's ability to carry out normal day-to-day activities'.

### **5.2 Definition of special educational needs**

A candidate has 'special educational needs' as defined in the SEND code of practice: 0 to 25 years.

Children have special educational needs if they have a learning difficulty or disability which calls for special educational provision to be made for them.

The Equality Act 2010 definition of disability includes substantial and long-term sensory impairments such as those affecting sight or hearing, mental health difficulties and long-term health conditions such as asthma, diabetes, epilepsy and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN.

### **5.3 Access arrangements**

5.5.1 The Director of Foundation Learning and Learning Support with the relevant Head of Centre will inform tutors and the Exams Office of candidates with special educational needs who need access arrangements during their course and in any exams.

5.5.2 The Head of Examination Services (or Head of Centre where relevant)/ Exams Office is responsible for

(i) submitting completed access arrangement applications to the relevant awarding bodies/HEIs where appropriate; and (ii) making the access arrangements available for candidates to take exams, this could include, for example, providing a Reader, Scribe, separate room, organising a laptop or arranging help from the Sensory Advisory Unit.

5.5.3 Readers/Scribes for candidates are usually drawn from the Student Support Team or relevant curriculum specialists who have received specialist training for this purpose.

### **6.0 Invigilation and Invigilators (see also Appendix 2 Invigilation and Control of Examinations)**

6.1 A pool of staff on permanent contracts are used to invigilate internal and external examinations.

6.2 Recruitment and training of invigilators is the responsibility of the Exams Office.

6.3 Verifying all Invigilators have the appropriate Disclosure and Barring Service (DBS) clearance is the responsibility of Human Resources.

6.4 DBS fees for securing such clearance are paid by the centre.

6.5 Invigilators rates of pay are set by the Human Resources.

6.6 Invigilators are timetabled for exams and briefed by the Exams Office.

6.7 Invigilator training and updates will be made in line with the relevant awarding bodies and College policy as required; this being at least annually.

### **7.0 Receipt and Issue of Examination Papers and Scripts**

7.1 Examination papers will be submitted by HE tutors to Exams office (Head of Centre Office where a satellite campus) in person.

7.2 Examinations papers and students' attendance list will be in sealed envelope with a cover sheet stating: the programme title, title of examination unit/module, level, date and

time of exam, list of student names and identification numbers, permitted materials and tutor's name and signature.

**7.3** Examination papers must be provided at least 5 working days prior to a centrally organised examination.

**7.4** On submission to the Examination Office (or satellite centre equivalent), the submitting tutor signs in the exam receipt book which is counter signed by a member of the Exams Team/Head of Centre

**7.5** Papers are transferred immediately to the Examination Office safe until collected by the lead invigilator.

**7.6** Examination office/Head of Centre in the case of satellite campus will confirm receipt of examination papers via email to the tutor and Head of Department.

**7.7** Examination Office and also the Head of Centre where a satellite campus, will keep a log of examination papers

**7.8** On the day of the Exam the Lead Invigilator will sign out the papers in the central record and the Exam staff will issue and countersign

**7.9** At the end of the exam the Lead invigilator will return the completed papers (scripts) to the Exams Office and sign them back in to the Central Record- again this is countersigned by a member of the Exams Team who transfers scripts to the safe.

**7.10** Completed papers scripts are collected by the module tutor (as identified on the cover sheet submitted with the papers) who identifies themselves with a staff id badge

**7.11** The tutor and Exam team member then sign the central record to issue scripts for marking and moderation.

**7.12** Internally the scripts are kept on site whilst being marked, this being securely in locked offices and cabinets with limited access- authorised programme staff only.

**7.13** Where these scripts need to go to external examiners for moderation prior to assessment boards, copies are sent by recorded delivery by the Head of Department. The originals are returned to the Exams Office safe and signed for as previously.

**7.14** Moderated scripts are returned by the External Examiner, by hand in person to the Head of Department who takes them to be signed in to the Exams Office as outlined previously; where this is not possible, secure delivery and signed receipt of post by named Head of Examination Services/Head of Centre.

**7.15** All assessment documentation is retained in secure archive for a period of 7 years, longer if it is required for production of a transcript (120 years from student DOB). After this time, it is destroyed by the relevant curriculum head as instigated by the Head of Data Services annual schedule. For OU Programmes, assessment documentation will be held for 120 years from students' DOB.

## **8.0 Conduct of Examinations**

8.0.1 The exams team will book all allocated exam rooms, make the necessary access arrangements, make the exam question papers, other exam stationery and materials available for the Invigilator.

8.0.2 The Caretaking staff are responsible for setting up the allocated rooms.

8.0.3 The Lead Invigilator will start all exams in accordance with the awarding body's guidelines. Where the awarding body, such as is the case with the Open University does not issue such guidelines, Invigilators will follow the policy the JCQ guidelines; recommend the Centres procedures as set out in Appendix 2.

8.0.4 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.

8.0.5 In practical exams subject tutors may be on hand in case of any technical difficulties.

8.0.6 Exam papers must not be read by subject tutor or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department at the end of the exam session.

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

## **8.1 Entry to Examination Rooms**

8.1.1 Only authorised persons may enter an examination room unless approved by the Head of Examination Services.

8.1.2 The tutor whose unit is being examined must be contactable by a provided phone number at least until the end of the reading period. The tutor whose practical unit is being examined must be present throughout the practical examination.

8.1.3 A student may not enter the examination room unless the Head of Examination Services gives permission, and in any event, not later than the first thirty (30) minutes of an examination session.

## **8.2 Identification**

8.2.1 A student must bring to the examination room the student's Student Identification Card and keep such identification displayed during the examination. In the absence of such identification, the invigilator may accept other photographic evidence of identification to the satisfaction of the invigilator but retains the right to refuse entry to students without appropriate identification.



### **8.3 Food/Drink in Examination Venue**

8.3.1 No food or drink (with the exception of water) is permitted in an examination room. Water bottles are permitted in the case that the bottle is transparent, with the label removed.

### **8.4 Seat Allocation**

8.4.1 On entering the examination venue, students must proceed directly to their allocated seat. Any student who has not been allocated a seat number should report to the Invigilator prior to the commencement of the examination.

### **8.5 Leaving Examination Rooms**

8.5.1 No student may leave the examination room during the first thirty (30) minutes of the scheduled duration of an examination session or during the last ten (10) minutes of the examination.

18.2.2 A student who needs to temporarily leave the examination room for any urgent purpose approved by an invigilator must be accompanied by an invigilator at all times. On re-entering an examination room, a student must occupy, without delay, such place as is indicated by signs or by an invigilator and must not change place except with the permission of, or under instruction from, the invigilator.

### **8.6 Unauthorised Materials**

8.6.1 Examination Coversheets must clearly identify if the examination is:

- OPEN BOOK
- A RESTRICTED OPEN BOOK examination
- A CLOSED BOOK examination.

8.6.2 Where an Open Book examination permits all written and printed materials, with the exception of CDU library books, a Restricted Open Book examination permits specified materials (including dictionaries), as listed on the examination coversheet and a Closed book examination permits no written or printed materials other than those supplied by the Invigilator.

8.6.3 A student must not, except with the explicit permission of the examiner as indicated in the examination paper, bring into the examination room anything whatsoever which conveys or is capable of conveying information concerning any unit, or which, in the opinion of the invigilator, gives rise to suspicion that it is so capable.

## **8.7 Candidates**

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

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

8.7.3 Disruptive candidates are dealt with in accordance with the centres' and awarding body guidelines. Candidates are expected to stay for the full exam time at the discretion of the Head of Examination Services or Senior Invigilator.

8.7.4 The Head of Examination Services is responsible for informing Heads of Department of any late candidates.

8.7.5 Malpractice: The Senior Management Team is responsible for investigating suspected malpractice in line with the relevant awarding bodies and/or College policy.

## **9.0 Special consideration**

**9.1** 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 Head of Examination Services, and/or the Exam Invigilator, to that effect.

**9.2** 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.

**9.3** The Head of Examination Services will then apply online or forward a completed special consideration form to the relevant awarding body or relevant Higher Education Institute within seven days of the exam. For OU programmes, the college will consider these cases internally and a decision would be made by the academic registrar and Director of Higher Education.

**9.4** For any clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Head of Examination Services.

## **10.0 Results (see also Appendix 3)**

**10.1** Students will be notified of Examination details including issuing of results at the start of each relevant year. This is to be by Weblearn and course handbook

**10.2** On results day candidates will be able to:

- (i) view their results via Weblearn using their individual login details;

**10.3** Candidate statements of results will be posted to candidate's home addresses as soon as possible after the last working day of July.

#### 10.3.1 Certificates

All students' certificates are posted to the postal address recorded on the colleges MIS database. Exams office staff are responsible for keeping records of certificates which have been despatched in the post to students.

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

### **11.0 Contingency Plan in case the college is unable to open or has to close**

**11.1** Every effort should be made to run examinations wherever possible; however, there may be times when the college has to close due to an unforeseen emergency or adverse weather conditions. In these circumstances the following arrangements should be put in place wherever possible.

**11.2** When bad weather is forecast the Head of Examination Services or a nominated member of the Exams Team should take home with them:

- . The following day's candidate list and details of any scheduled external exams.
- . Invigilators list and contact details.
- . List of awarding bodies plus contact details.

Ensure the Head of Examination Services' Line Manager (must be a member of SMT) has an up to date copy of the examination timetable.

**11.3** The relevant member of SMT responsible for exams will ensure that any announcement about closure will specifically mention if external exams are affected.

**11.4** Start exams as early as possible to allow for departure.

**11.5** If necessary apply for special consideration but bear in mind that for Joint Council exams this will only be granted if there are no further re-sit opportunities prior to certification.

## **Appendix 1 – Security**

### **Secure Storage**

- Curriculum / HE departments should review their arrangements for the security of examination scripts. The keys for the safe should not be kept in the desk adjacent to the cabinets.
- Examination papers and materials should be delivered personally to the Examinations Office. Exam material must not be left at the Reception Desk or in the Examinations Office/satellite campus office unattended.
- Tutors should be reminded that examination papers or supporting material **must not** be sent in the internal post.
- Answer scripts should always be delivered by hand to destinations within the College, and a receipt obtained. Registered post or similar means must be used when sending material to destinations outside the College.
- Electronic versions of draft and final examination papers should not be kept locally on PCs within departments. Documents must be password protected in a secure location/drive or on a disk/CD that can be locked away.
- Drafts of examination papers should be sent either by encrypted email or secure fax. If using e-mail, best practice would be to encrypt the data before sending it. This can be done in many ways, but the most common ways would be to use Word's option to encrypt a document, or an encrypted pdf file, or to send the document as a ZIP file and encrypt that. The recipient can be given the password to decrypt the message via a telephone or other non-computer-based method. After the first time this is done, future messages can be sent using the same password.
- Staff should be reminded that normal e-mail (and attachments) are not secure and consultations on exam questions should not be shared in this way.

### **Security of Computers used to prepare Examination Materials**

Draft exam papers must be treated carefully to avoid compromising the security and validity of the paper before the exam. The use of computers to draw up exam papers means that careful attention must be paid to the security of the PC used to write questions or to assemble the paper and to the way drafts are stored and transferred.

The permitted methods for sharing draft exam papers are:

1. Via shared files store, provided either by IT Services or by the department
2. Via email with an encrypted document.
3. Via the appropriate HEI mechanism such as Dropbox

### **We strongly recommend using either method 1 or method 2.**

Remember that e-mail attachments are not secure and consultations on examination questions should not be shared in this way unless the attachment is encrypted due to the risk of 1) interception and 2) accidentally sending the email to the wrong recipient.

## Encryption of attachments

IT Services has a help page on how to do this and which methods are acceptable General Requirements for PCs

- Must be only accessible via user accounts, and a separate account must be used for each user. "Guest" type accounts must not be used.
- Must be fully patched with the vendors' latest patches and kept up-to-date at all times
- Must use a file system that only allows the author or owner of a file to read it
- Must not export/share their hard drive or run file sharing software

## Special Requirements for Windows Machines

- Be fully patched via <http://update.microsoft.com>
- Set to automatically download and install patches
- Run an up-to-date virus checking software
- Be scanned for spyware and adware on a regular basis
- All local hard drives must be configured with the NTFS file system and not the FAT file system to ensure that only the owner of a file can read it
- Must not be configured to share their C:/ drive (or other hard drives if fitted)

## Physical Security

Machines should be kept in a locked office and access to this office should be restricted. In particular, visitors or students should not have unaccompanied access to the machine. Whenever the machine is left it must be either switched off or a screensaver/screen lock must be used that requires a password to gain access. It is best to set your screensaver to lock the screen automatically after a fairly short period of inactivity (for example 5 minutes) to ensure this.

## Use of Laptops

Laptops that are used both at home and on the College network present particular security risks. When placed on the internet or an unsecured home connection they can become infected in many ways, and then bring these problems back onto the College network.

To ensure security, laptops must also run a firewall and be encrypted

#### Use of Home Machines

Machines in the homes of members of staff should not be used for the production of exam papers unless

- They are used only by the member of staff and not by any other members of their family etc.
- The machine is secured as per the instructions for departmentally run machines above and also runs a personal firewall.

### **Security of Examination Papers**

Curriculum department /tutors involved in handling examination papers (electronic only no hard copies until point of copy), or scripts are responsible for ensuring proper handling and storage so that there is no unauthorised access, see section on security.

All versions of an examination paper (only electronic permitted) must be held securely at all times as per guidance in this policy.

Examination papers are to be copied whilst the tutor is present in the secure central Reprography area; this is the only time hard copy papers are issued.

Once copied examination papers are then immediately transferred to the Examination Office with relevant accompanying information in a sealed envelope.

At the Examination Office they are signed for by a member of the Exam Team team/Head of Centre where a satellite campus and the tutor submitting.

In satellite campuses the Head of Centre's Office/area where secure safe is situated replaces the Examination Office, with the Head of Centre assuming responsibility as Exam Team signatory.

This is the central record and log of exam paper/script movement

Only staff with direct involvement in the development, approval and administration of an examination will have access to the examination in both electronic and hard copy formats.

Where a breach of security is believed, the unit co-ordinator will provide a new examination prior to the examination commencing.

Staff in breach of these handling and storage directions may be found in breach of Code of Conduct.

## **Conduct of exams where guidelines are not available from the Awarding Body**

Where an Awarding Body does not issue guidelines on the conduct of examinations, all centre staff, invigilators and students will adhere to the JCQ guidelines and the procedures set out below:

### **Starting times for examinations**

The starting time of all morning examinations is 9.00am, and the starting time of all afternoon examinations is 1.30pm.

### **The examination room**

Any room in which an examination is held must provide candidates with appropriate conditions for taking the examination.

The JCQ Warning to Candidates poster and the JCQ Mobile Phone poster must be displayed in a prominent place outside the examination room.

The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others.

Invigilators must create a seating plan that shows the exact position of each candidate in the examination room. The seating plan must be available to an awarding body upon request.

### **Invigilation arrangements (See also Appendix 2)**

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- a) ensure all candidates have an equal opportunity to demonstrate their abilities;
- b) ensure the security of the examination before, during and after the examination;
- c) prevent possible candidate malpractice;
- d) prevent possible administrative failures.

Invigilators must:

- a) be familiar with the JCQ and College instructions;
- b) give all their attention to conducting the examination properly;
- c) be able to observe each candidate in the examination room at all times;
- d) be familiar with the College/JCQ Warning to Candidates, JCQ Information for candidates and the JCQ Mobile Phone poster.

### **Collection of exam papers**

Prior to starting the exam Invigilators will collect the relevant exam papers from the Exams Office.

The Exams Office will check the correct exam papers, register and seating plan are being collected and record the exam details, date and time of collection.

This information will be checked and counter signed by a further member of the Exams Office.

The Invigilator will then proceed to the exams room with the exam papers in a sealed envelope.



**Appendix 2: Invigilation and Control of Examinations**

**INVIGILATION AND CONTROL OF  
EXAMINATIONS**

**Guidelines**

## **Invigilation and Control of Examinations Guidelines**

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## **Invigilation and Control of Examinations**

### **1. Principles**

- 1.1 Examinations are carried out in accordance with Awarding Body Regulations and Nescot's Regulations and Examination Procedures. Examination Invigilators play a central role in helping to ensure that security is maintained and examinations are conducted in a fair and appropriate manner in a suitable environment.
- 1.2 Each examination session is conducted by a Lead Invigilator appointed by the Examinations Team.
- 1.3 In a standard written examination session, a Lead Invigilator will be supported by at least one Invigilator. In an 'On Screen Test' one invigilator is sufficient unless the test is held in a large room such as N304.

### **2. Invigilator Responsibilities**

- 2.1 Invigilators are responsible for the supervision and smooth running of examination sessions and ensuring the best possible conditions for the candidates. Invigilation should be carried out in an orderly and efficient manner.
- 2.2 During the examination the Invigilators should remain vigilant at all times. Where possible, at least one invigilator should be positioned at the back of the room. Invigilators should periodically patrol the room without causing a disturbance to candidates.

### **3. Responsibilities of the Lead Invigilator**

- 3.1 Chief Invigilators are responsible for all aspects of the conduct and control of the examinations in the room to which they are assigned.

### **4. Responsibilities of Assistant Invigilators**

- 4.1 Assistant Invigilators are responsible for supporting the Lead Invigilator. Invigilator responsibilities include:
  - Checking student identification;
  - displaying exam notices near the exam room entrance;
  - setting out question papers and any exam materials;
  - clearing the room at the end of the examination

## **5. Before the Examination Starts**

- 5.1 Before each duty, the Lead Invigilator should check whether they are required to stay beyond the published finishing time of the examination, to invigilate candidates with Access Arrangements who are permitted an extra time allowance.
- 5.2 Invigilators are strongly advised to read the College Examinations Policy and the JCQ document entitled 'Instructions for Conducting Examinations' at the beginning of each academic year.
- 5.3 All Higher Education examinations are sat and marked under conditions of anonymity.

## **6. The Day of the Examination**

- 6.1 Adequate time must be allowed by invigilators for proper preparation of the examination room.
- 6.2 Lead Invigilators should collect the question papers for written exams from the examinations office **at least 45 minutes before the examination session is due to start.**
- 6.3 Assistant Invigilators must report to the examinations office **30 minutes before the examination session is due to start.**
- 6.4 Before the candidates are permitted to enter the room, the Lead Invigilator is responsible for checking that all the necessary examination materials are available.
- 6.5 Invigilators will be assigned by the Lead Invigilator to a particular location so that the whole exam room can be seen. **There should always be one Invigilator placed near the exit to see that candidates do not leave the room unofficially and do not take any papers with them.**
- 6.6 The Lead Invigilator will check that the room white/notice board has the relevant information (date, centre number, awarding body, subject title, paper number, and the start and finish time), plus a working clock is visible to all candidates. The examination timing must be based on that clock.

## **7. Starting the Examination**

- 7.1 Candidates should normally be admitted to the examination room at least five minutes before the scheduled start of the examination session. **Earlier entry is permitted and is advisable in large areas accommodating large numbers of students.**
- 7.2 Candidates **must** show their current College ID card when entering the examination room and then leave it on their desk where it is clearly visible to invigilators who will undertake identity checks. Candidates without an ID card can obtain a temporary ID from the Examinations Office. Candidates in the examination room must follow the instructions of the Lead Invigilator and Invigilators. Any student causing a disturbance may be excluded from the examination room.

- 7.3 Before the examination starts, invigilators must ensure that:
- all bags and coats are placed immediately in the designated area of the room and that all fire exits are kept clear. Switched off mobile phones, should be placed in student's bags or in the envelope provided and placed on the desk in full view of the invigilators;
  - all watches must be removed and placed in student's bags or in the envelope provided and placed on the desk in full view of the invigilators;
  - food, or any other items not listed on the exam paper are not permitted in the examination. A small bottle of still water with the label removed is allowed.
- 7.4 The Lead Invigilator should read out the 'Instructions to Candidates' 'AT THE START OF THE EXAMINATION', **see Appendix 1**.

## **8. Late Starting**

- 8.1 Exceptionally, the start may be delayed. For any delay of longer than **fifteen minutes**, the Lead Invigilator should consult the examinations office.
- 8.2 Candidates are allowed late entry to the examination room up to the first 30 minutes of the examination. The Lead Invigilator may exercise discretion to allow entry after this time only if there are extenuating circumstances. The candidate's starting time and the circumstances must be noted on the Examination Header Sheet. Late candidates will normally be permitted an extension of time at the discretion of the Lead Invigilator.

## **9. During the Examination**

### **Checking ID**

- 9.1 As soon as the examination session has started, Invigilators will check the identity of candidates against their ID cards. **This check should be carried out with the minimum of intrusion.** If there is any serious doubt about a candidate's identity, it must be reported to the Lead Invigilator who should contact the Examinations Office/Head of Centre for assistance.
- 9.2 Academic staff will not normally be present in an examination room except to check student identification at the beginning of the examination. Any academic entering the room without prior agreement should make themselves known to the Lead Invigilator.

### **Invigilating Examinations**

- 9.3.1 Invigilators must:
- work together as a team under the guidance of the Lead Invigilator, to ensure that candidates are being watched at all times, particularly at the beginning of the exam;
  - invigilate the area of the examination room allocated to them and ensure that requests for assistance from candidates are dealt with as soon as possible without undue disturbance to other candidates in the room;

- ensure that silence is maintained and that candidates do not communicate with each other or access any unpermitted material. If an Invigilator suspects a candidate of academic misconduct, the procedure outlined in paragraph 9.4.9 must be followed;
- periodically, patrol between examination desks, unobtrusively without disturbing the candidates. It is often more effective to invigilate by standing behind the candidates;
- accompany candidates given the Lead Invigilator's consent to leave the examination room temporarily, for example, to visit the toilet or for medical reasons, ensuring there is no attempt to contact anyone or gain access to information or notes;
- ensure that candidates do not leave the examination room unofficially.

9.3.2 Invigilators must supervise the candidates throughout the whole time that the exam is in progress and give complete attention to this duty at all times. They must not carry out other unrelated tasks.

### **Leaving the Examination Room**

#### Temporary Absence

9.3.3 Candidates may be allowed to leave the examination for a short period after the first 30 minutes but only if an invigilator is available to escort them. Absences, including repeated visits to the toilet, are recorded. Any attempt to gain an unfair advantage during this period will be treated as academic misconduct.

#### Early Departures

9.3.4 Candidates are **not** permitted to leave during the **first 30 minutes** and the **last 15 minutes** of any written examination.

### **Mistakes and Ambiguities on Examination Papers**

9.3.5 In the event of a query regarding a mistake or ambiguity on an examination paper, the Lead Invigilator should if possible consult the person responsible for setting the paper. In cases of severe delay to the resolution of a query, the Lead Invigilator should instruct candidates to explain at the beginning of their answers, how they have interpreted the alleged misprint or ambiguity. This should be noted on the Examination Header Sheet.

- 9.3.6 If, as a result of a discussion with the tutor setting the paper, amendment changes are made to a paper, the **Lead Invigilator is responsible for notifying those changes to ALL candidates, including any who may be sitting the paper in other locations, e.g. split groups or in rooms** set aside for additional needs candidates.

### **Dictionaries**

- 9.3.7 Permission to use a dictionary will appear on the front cover of the exam paper or on the Examination Header Sheet.

### **Calculators**

- 9.3.8 Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification. The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. **See appendix 3.**

- 9.3.9 Any equipment capable of transmitting information from one place to another is banned from examination rooms. Any breach of this regulation will be regarded as malpractice.

### **Disturbance**

- 9.4 The Lead Invigilator is empowered to instruct a candidate making a disturbance to leave the examination room or move them to an alternative desk. Contact the exams office if assistance is required.

- 9.4.1 Where external noise or other disruption is disturbing candidates, an invigilator should be sent to find the source of the disturbance and, if possible, persuade those concerned to stop and then notify the examinations office. It should be fully documented on the Lead Invigilators Report Form **see appendix 2.**

### **Emergency Procedures**

- 9.4.2 All Invigilators should be familiar with the escape routes and nearest fire assembly areas.

- 9.4.3 On hearing the fire alarm, the Lead Invigilator must make the announcement to evacuate immediately by the shortest exit route. All papers should be left in the room. Personal property on the desk should be taken out of the room but coats and bags should normally be left behind.

- 9.4.4 If possible, the Lead Invigilator should try to ensure that candidate attendance lists are collected and that each Invigilator is assigned to supervise a specific group, or groups, of candidates once they have gathered at the designated assembly point.



Candidates should be supervised as closely as possible to prevent discussion about the exam.

- 9.4.5 Once the examination area has been 'swept', the Lead Invigilator should lock the door and leave the area as quickly as possible.
- 9.4.6 At the designated assembly point, Invigilators should check their assigned group/s to confirm the number of candidates present and report their findings back to the Lead Invigilator. Dependent on the numbers of candidates involved and the nature of the event, the Lead Invigilator may exercise his or her discretion for a roll call once the candidates are gathered outside.
- 9.4.7 If the period of evacuation is less than 30 minutes, the examination should be resumed and allowed to run its full length whenever possible. Lead Invigilator's may request that candidates draw a line under their work showing the point at which their work was disturbed.
- 9.4.8 If the exam cannot be restarted within 30 minutes, the Lead Invigilator should consult with the Examination Office and a decision be made as to whether to abandon the exam. Scripts must be collected and returned to the Exams Office as soon as it is safe to do so. It must be fully recorded on the Lead Invigilators Report Form.

### **Academic Misconduct**

- 9.4.9 This may include:
- bringing cheating notes or any unauthorised materials into examinations (whether there is evidence that they were used or not). This includes having notes available in toilets or other areas that may be visited during the examination.
  - obtaining an advanced copy of a question paper
  - unauthorised communication during an examination (including telephone or other electronic media)
  - writing before the exam starts or after the exam ends
  - removing an examination answer book from the examination room
  - copying from another candidate
  - impersonating another candidate
- 9.5 If a candidate is suspected of academic misconduct, the matter must be drawn to the attention of the Lead Invigilator who must adopt the following procedure (contact the Examinations Office for advice if necessary);

- inform the candidate that s/he is under suspicion of academic misconduct. Remove any unauthorised material, inform them that it will be reported to the awarding body and their Head of Department and state that they may continue with the examination from the point at which they have been interrupted.
- record the details of the incident on the Lead Invigilators Report Form together with full details and any notes. Attach any unauthorised materials to the form;
- return the Lead Invigilators Report form and any unauthorised materials to the Examinations Office for the attention of the Head of Examination Services who will either inform the Head of Department for an internal examination or complete a JCQ Malpractice Report if the incident occurs in a Joint Council exam.

### **Illness and First Aiders**

- 9.5.1 If candidates are **suddenly taken ill** during an examination and are unable to complete their examination paper, a note of the circumstances must be made on the Examinations Header Sheet. H.E. Candidates are required to submit a claim for extenuating circumstances as soon as possible after the event so that the Assessment Board can consider if an additional exam attempt should be considered. 'Taken ill' does not normally include minor illness or injury, or general examination anxiety but this can also be recorded on the Header Sheet if necessary.
- 9.5.2 If a candidate is taken ill during the examination s/he may be allowed to leave the room temporarily under supervision and should be permitted to return to the examination if appropriate.
- 9.5.3 If a candidate is too ill to return, the Lead Invigilator should make contact with First Aiders on duty through Reception Ext 3012.

### **Invigilator Cover for written exams – Minimum Number**

- 9.5.4 At any time, there must always be a minimum of two invigilators present in examination rooms with more than 1 and less than 30 candidates; and plus at least one invigilator for every additional 30.

## **10. Ending the Examination**

- 10.1** A quarter of an hour before the end of an examination, candidates should be warned that **they have 15 minutes left and that no one will be allowed to leave until the examination is finished.**
- 10.2 At the end of the examination, candidates should be instructed that they must stop writing. The Lead Invigilator must read out the closing announcement 'AT THE END OF THE EXAMINATION', **see Appendix 1.**

## Maintaining Order and Quiet in the Examination Room

- 10.3 During the period of script collection that follows, the Lead Invigilator should keep order in the examination room, **ensuring that candidates remain seated and silent until given permission to leave. This is especially important when candidates with additional writing time are stillworking.**
- 10.4 Invigilators should collect the completed examination scripts, sort into the same order as the attendance register and return them to the Lead Invigilator who **checks carefully to ensure that the number of candidates in attendance matches the number of sets of scripts collected.** Invigilators should ensure that the answer books front pages have been properly completed and papers tied together by candidates. All other stationary and any specialist equipment supplied must also be collected.
- 10.5 Once the Lead Invigilator is satisfied that the scripts count is correct, candidates are allowed to leave the exam room.

## 11. Following the End of the Examination Session

- 11.1 Invigilators should ensure that the examination room is clear and all stationary supplies have been collected.
- 11.2 The following documents listed below must be returned to the Examinations Office. Care should be taken to ensure that when there is more than 1 HE exam in the same room that scripts are returned in the appropriate envelopes:
- completed examinationscripts;
  - candidates' attendance sheets;
  - Exam Header Sheet and Seating Plan;
  - Stationary Supplies
- 11.3 Staff in the Examinations Office will make a further check to ensure that the number of candidates matches the number of sets of scripts collected. Once this has been confirmed, the Lead Invigilator's duties are complete. Scripts are either posted to the relevant awarding body or retained in the safe within the Examination/Head of Centre Office until collected by the tutor responsible.
- 11.4 Once any internal scripts are signed out by the staff responsible for marking, responsibility for the safekeeping of the scripts transfers to the appropriate Department.
- 11.5 Chief Examiners Reports are copied and any action required is undertaken by the Head of Examination Services.

## **12. Examination Sessions Outside of Main Examination Periods**

12.1 In the case of any examinations outside the normal College hours, the Examinations Office will make alternative arrangements for Lead Invigilators to collect or receive examination papers and deposit scripts and associated administrative documents, in the designated Examination Office cabinet. The Invigilators on duty will be fully briefed by the Examinations office on these alternative arrangements.

## **13. Modified Examination Arrangements - Candidates Sitting with Main Group**

13.1 Candidates entitled to extra time will be identified on the Examination Header Sheet and should be informed individually of their entitlement.

13.2 **Do not mark as absent** on the candidate attendance list, an access arrangement candidate who is roomed separately.

13.3 Invigilators must ensure that candidates with extra time are not disturbed when the main group leaves, or when clearing and re-setting desks in the immediate vicinity.

## **14. Procedures for Separate Room Candidates**

14.1 Collect the exam envelope and stationary supplies from the Exams Office. One exam envelope represents one exam that a student is writing that day.

14.2 Each exam bag will contain:

- candidate list
- Exam Header Sheet
- 2 exam papers (one for the student and an invigilator's copy if required)
- stationery
- Laptop and USB stick (if needed)

14.3 When setting up the exam room take note of any requirements noted on the exam header sheet and designate seats accordingly (i.e. seated close to exits for toilet access). If more than 1 candidate, try and allow as much space between desks as possible to keep disturbance to a minimum. **NB: Please record anything that may have caused a student difficulty on the exam header sheet.**

14.4 After the exam is finished, return the envelope containing the student's work and exam particulars to the Exams Office and allow the staff there to check that everything is in order.

## **15. Procedure for Candidates using Computers**

15.1 **Before the students arrive**, log onto the computers you wish to designate the students to use.

15.2 Once students are seated, ensure that all **permitted items are in clear view on the student's desk** (stationery, exam papers, medicine etc.). Any unpermitted

items should be kept in the student's bags at a designated spot in the room. Under no circumstances is a student permitted to keep their bags next to them. If a student needs their coat, the contents of their pockets must be emptied into their bags before the exam starts.

- 15.3 Give students' instructions on printing or saving to a USB stick. Remind students that it is their responsibility to ensure their work is saved correctly and regularly and that each page should have their name, candidate number, centre number and paper details as a header or footer. At the end of the exam student should return to the exams office so that printed work can be checked.

## **16. Notes for Readers or Scribes (Appendix 4)**

- 16.1 Normally, a reader or scribe will be a member of the invigilation team. In cases where it is essential that the reader/scribe has some knowledge of the language and symbols associated with the subject, e.g. scientific/technical areas, the department is responsible for providing the scribe who may be a member of academic staff or a research assistant, and preferably someone unknown to the candidate. An invigilator will also be present at all times.
- 16.2 In cases of hearing impaired students a scribe/signer may be supplied by the Surrey Sensory Support Service and will have the required signing language for the subject being examined. In these exceptional cases the signer will almost certainly be known to the candidate and the whole process will be video recorded. The video is retained by the Examinations Office. See appendix 5 for Reader and Scribe Instructions

## Appendix 1

### Lead Invigilator Announcements: *AT THE START OF THE EXAMINATION*

*This announcement must be read out before the examination commences.*

*Please listen carefully to the following instructions.*

1. All coats, bags, notes etc. must be left at the front, back or side of the examination room **Mobile phones, or any other electronic device must be switched off and mobile phone alarms deactivated. These items can be left in your bag or placed in the envelope provided and left in plain view on your desk. Do not switch your phone back on until you have left the exam room. If you are found to have any prohibited items in your possession even if switched off, you will be reported to the Examination Board and could be disqualified from the paper or the subject.**
2. Please display your College Identity Card on your desk.
3. You are now subject to the regulations of the Examination Board and must not communicate in any way with another candidate.
4. Only those materials required for the examination are allowed on the desk. Writing materials must be in a clear container Check that you have everything you need to complete the examination, including all items that may be listed on the question paper. You must write only in black ink or ballpointpen.
5. Food must not be consumed unless required for medical purposes. **Any drinks must be in a small clear bottle with the labelremoved.**
6. Scrap paper is not allowed; rough work should be done in the answer book and neatly crossed through. Correcting fluid o correcting pens are not allowed, unless board regulations stipulateotherwise.
7. If you are using your own calculator **it must not have a lid, case or cover** and it is your responsibility to ensure that it conforms to Examination Board Regulations. If you are unsure check with the Invigilator.
8. You may not leave your place during the examination without permission. If you require more material e.g. writing paper, you should raise your hand to attractattention.
9. You may not leave the room until 30 minutes after the beginning or during the last 15 minutes of the examination, unless external exam board regulations stipulateotherwise.
10. Now, fill in all the details needed on the front of your answer book or question paper. *(Not required for all examinations as some examination boards will supply personalisedpapers).*
11. **Higher Education Students Only:** Follow the instructions on the front of thepinkbooklet.
12. **The examination will finish at.....**
13. You may startnow.

## Lead Invigilator Announcements: TOWARDS THE END OF THE EXAMINATION

*This announcement must be read out towards the end of the examination*

**15 minutes before the exam ends** (advise candidates that they have 15 minutes left and that they may not leave the exam room (unless they already have their hand raised))

## Lead Invigilator Announcements: AT THE END OF THE EXAMINATION

*This announcement must be read out at the end of the examination.*

1. The examination is now at an end.
2. Stop writing and remain seated and silent until you are given permission to leave. (*After all scripts have been collected in and counted.*)
3. Make sure that you have completed all the details on the front of your answer booklet (**and if a HE exam**) and stuck down the corner flap.
4. Check that you have written the question numbers that you have answered, in the column provided.
5. Fasten together all answer booklets, graph paper and loose sheets (except MCQ sheets) with the tag provided.
6. You are responsible for making sure that all your answer booklets are handed in.
7. You may leave (but as quietly as possible as other candidates are still working).
8. Take all your personal belongings with you as you leave







## Appendix 3

### USING CALCULATORS

Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

#### Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

#### The candidate is responsible for:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

#### Calculators must not:

- be designed or adapted to offer any of these facilities:-
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during the examination for any reason (An invigilator may give a candidate a replacement calculator)
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulas;
  - text.

***THE INTRODUCTION OR USE OF ANY CALCULATORS WITH THE FUNCTIONS OR FACILITIES DESCRIBED ABOVE WILL BE REGARDED AS MALPRACTICE***

## Appendix 4

### INSTRUCTION FOR READERS

**Your role is to read to the candidate:**

**The entire or any part of the examination paper, as many times as the candidate asks you to do so.**

#### **PLEASE REMEMBER THAT:**

- ◆ Having a reader should neither give a candidate an unfair advantage, nor should it disadvantage him/her.
- ◆ Some candidates may be entitled to up to 25% additional time; the invigilator will inform you whether this is the case. Extra time must not be given unless approved in advance.
- ◆ In order not to be overheard or distract other candidates, you will work away from the main hall, with an invigilator. You may be required to work in a room with other readers and scribes, but you must work with the candidate in such a way as not to be overheard.

#### **A reader**

- may enable a vision impaired candidate to identify diagrams, graphs and tables but must not give factual information nor offer any suggestions, other than the information which would be available on the paper for sighted candidates;
- may read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 356 in words);
- may decode symbols and unit abbreviations in Maths and Science examinations for candidates who require this arrangement in order to access the assessment and where it reflects the candidate's current and normal way of working within the centre;
- may, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given;
- may read back, when requested, what the candidate has written without any emphasis on any errors;
- must read accurately;
- must have appropriate subject knowledge in order to act effectively as a reader in Maths and Science examinations, and decode symbols and formulae with accuracy;
- must only read the instructions of the question paper and questions, and must not explain or clarify;
- must only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help;
- must only read the instructions/rubric of a paper testing reading and must not read individual questions or text;
- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- must not decode any symbols in a Music examination.

**Failure to comply with these regulations may lead to the disqualification of the candidate.**

## **INSTRUCTIONS FOR SCRIBES**

**Your role is to write or word process a candidate's dictated answers.**

### **PLEASE REMEMBER THAT:**

- ◆ Having a scribe should neither give a candidate an unfair advantage, nor should it disadvantage him/her.
- ◆ Some candidates may be entitled to up to 25% additional time; the invigilator will inform you whether this is the case. Extra time must not be given unless approved in advance.
- ◆ In order not to be overheard or distract other candidates, you will work away from the main hall, with an invigilator. You may be required to work in a room with other readers and scribes, but you must work with the candidate in such a way as not to be overheard.
- ◆ The candidate may be required to dictate spelling and punctuation for Modern Foreign Language papers; please check with the invigilator.
- ◆ A copy of form 2, JCO/Scribe must be completed and attached to the script, with the letter of permission from the appropriate awarding body.

### **A scribe**

- must write or type accurately, and at a reasonable speed, what the candidate has said;
- must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper;
- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- must immediately refer any problems in communication during the examination to the invigilator or examinations officer;
- must not give factual help to the candidate or indicate when the answer is complete;
- must not advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered;
- may, at the candidate's request, read back what has been recorded.

**Failure to comply with these regulations may lead to the disqualification of the candidate.**

## Appendix 6

# Extra time ready reckoner

The extra time ready reckoner is a one-page reference document to help exams officers and invigilators work out the total duration of an examination for which a candidate has an approved Access Arrangement of up to 25% Extra Time.

Please note: any exams that exceed an hour have been rounded up to the nearest minute.

	Actual duration including extra time				
Published duration of exam	25% extra time added	20% extra time added	15% extra time added	10% extra time added	5% extra time added
10m	12m 30s	12m	11m 30s	11m	10m 30s
25m	32m	30m	29m	27m 30s	26m
30m	38m	36m	34m 30s	33m	31m 30s
40m	50m	48m	46m	44m	42m
45m	57m	54m	52m	49m 30s	47m
50m	63m	60m	57m 30s	55m	52m 30s
1hr	1hr 15m	1hr 12m	1hr 9m	1hr 6m	1hr 3m
1hr 15m	1hr 34m	1hr 30m	1hr 26m	1hr 23m	1hr 19m
1hr 20m	1hr 40m	1hr 36m	1hr 32m	1hr 28m	1hr 24m
1hr 30m	1hr 53m	1hr 48m	1hr 44m	1hr 39m	1 hr 35m
1hr 40m	2hr 05m	2hr	1hr 55m	1hr 50m	1hr 45m
1hr 45m	2hr 11m	2hr 6m	2hr 1m	1hr 56m	1hr 50m
2hr	2hr 30m	2hr 24m	2hr 18m	2hr 12m	2hr 6m
2hr 15m	2hr 49m	2hr 42m	2hr 35m	2hr 29m	2hr 22m
2hr 30m	3hr 8m	3hr	2hr 53m	2hr 45m	2hr 38m
2hr 45m	3hr 26m	3hr 18m	3hr 10m	3hr 2m	2hr 54m
3hr	3hr 45m	3hr 36m	3hr 27m	3hr 18m	3hr 9m

## Appendix 7

### CONFIDENTIAL

#### REPORT ON SUSPECTED MISCONDUCT DURING AN EXAMINATION

This report must be completed by the Chief Invigilator immediately after an incident of suspected misconduct and countersigned by any other invigilator involved in the incident. The completed form, together with any confiscated materials (not including exam answer books) must be sent attached to the Chief Invigilator's Report and submitted to the Examinations Office for forwarding to the relevant awarding body or head of department.

#### Type of Suspected Misconduct and Details (tick appropriate box)

Academic Misconduct  Other Incidents  Disciplinary Cases   
(Cheating)

Candidate Name:	ID Number:
Exam Code:	Exam Date:
Exam Venue:	Time of Misconduct:

#### INCIDENT DETAILS:




### **Appendix 3: Results Procedure**

- All grades (except final assessments) for the current academic year will be uploaded onto Promonitor throughout the course of the year by Programme Leaders after moderation and marks are verified (for accuracy) with Module Leaders.
- The students' Virtual Learning system (i.e. Weblearn) will be "locked down" after final assessments have been completed until the end of July; last working day (specific date – TBC at the exam board) whereby results are to be released to students who have been previously notified of this in CourseHandbooks
- In preparation for the Pre Exam Board marks are exported from Promonitor to Microsoft Excel via an automated transfer (this to be in Module and also Programme format for each student, these being considered separately at Module Assessment and then Programme Assessment Boards).
- Where mark sheets (module and programme) are required to be sent to externals such as the OU a secure box system will be used in line with sector practice. Access being restricted to relevant persons previously identified. The identity of person requiring access checked prior to set up annually by Quality team (Academic Registrar) at the college.
- During the Pre Module Exam Board, final grades will be disclosed and verified by Programme Leaders to the DoF HE and Academic Registrar from the Microsoft Excel Sheet (exported from Promonitor). Formulas are prepopulated (in Promonitor) therefore an overall grade will be generated "live" at the Module Pre Exam Board to determine if a student has passed or failed the modules.
- At the Programme Assessment Board, it will be disclosed what the student has achieved overall and a classification can be determined and entered.
- All grades are signed off at the Module and Programme Boards by the Chair (DoF HE) and Academic Registrar
- The date (last working day of July), will be confirmed at the end of the Exam Board to release final grades to students on the Web learn (VLE system).
- Programme Leads together with Heads of Department will load finalised grade sheets back to Weblearn-still locked to students
- On the date of results being released Programme Leaders and Heads of Departments will sign a document to confirm that the grades released are correct.
- The Weblearn results portal will be opened on the publicised date.

Reviewer:	Sharleen Kwarteng	Head of Examination Services
Where Approved:	SMT	
Version	V4	
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