

Exam Policy and Procedures

For Higher Education Students

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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 Quality and Innovation and the Head of Examination Services in consultation with the Head of Academic Standards, and members of the HE Board.

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.

1.5 This policy contains extracts from, and should be read in conjunction with other relevant policies (Assessment Policy, Extenuating Circumstances policy) which can be found on the Nescot website www.nescot.ac.uk/policies

1.6 Students should not that there may be some exceptional circumstances which may provide extenuation for outcomes or the ability to sit examinations, the scope of which is briefly summarised below. Full details of this policy can be viewed at <https://www.nescot.ac.uk/policies> (Extenuating Circumstances)

Coverage of extenuating/mitigating circumstances for individual learners includes:

- sudden, serious and unforeseen illness
- acute phases of a continuing chronic circumstances that has been previously notified to the College in writing
 - Bereavement related to a close family member or terminal illness related to the same (Please see annex 1 for further coverage of policy inclusions)

Any factors referenced as a reason for extenuating/mitigating circumstances must be:

- relevant to an individual student
- likely to seriously impair the student's performance and
- taking place at the same time as an assessment event or before an assignment deadline

The following circumstances are NOT covered by this extenuating/mitigating circumstances policy:

On-going conditions or disabilities Where students are admitted to a programme with declared disabilities or on-going medical conditions, the College will agree learning and assessment strategies to try to ensure that students are provided with reasonable additional support or facilities. Where these arise after initial admission

to a programme and they are likely to be of limited duration, students may be advised to suspend registration. Otherwise, the College will endeavour to provide support and guidance to enable students to complete their programmes of study.

Disruption to learning and assessment Unfortunately, there can be significant extenuating/mitigating circumstances that affect groups of students such as disruption from building work or access problems with online platforms. These will be known to the staff who manage students' learning and assessment and will be dealt with in a common manner for all students to ensure fairness

2.0 Exam responsibilities

2.1 Head of Examination Services

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-view of marking 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 in accordance with requirements (see below **Receipt of Exam Papers**): at least 5 days prior to the exam taking place.
 - Ensuring that all HE assessments are securely sent to external examiners (either through designed secure online platforms or emailed as password protected documents) and approved for distribution to students by the EE well before the date of assessment/examination.

2.3 Assistant Principal Learning Support and Experience 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 and Section 8.0 Assessment Policy).

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 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 Assistant Principal Quality and Innovation and Head of Academic Standards) and issued from the Quality Office and Head of Curriculum.

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 For some qualifications (eg. GCSE's), re-sit fees are paid by the candidates, except where mitigation has been authorised. Students will be advised in advance where this is the case.

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

(See also Section 8.0 Assessment Policy as laid out below

8.0 : Access arrangements for learners with learning difficulties or disabilities

- **Special assessment needs**

Students with a disability or requiring special arrangements will be given appropriate and sufficient consideration of their individual needs.

Students are entitled to special access arrangements in all examinations, internal and external, so that they are not at a disadvantage due to a learning difficulty or disability. Examples of access arrangements include extra time, use of a reader, scribe or laptop.

Students are encouraged to inform the college at an early stage if they believe they need access arrangements.

Programme coordinators also have a role in identifying students on their programme who require access arrangements. These students are referred to Learning Support in the early stage of the programme so that they can benefit from learning support and so that applications for access arrangements can be made at the appropriate time to the relevant examination board.

Learning Support staff will assess students' access arrangement needs, if this assessment has not been carried out previously, and will inform the programme coordinator of the arrangements the learner is entitled to.

Full details of Nescot's strategy for identifying learning support needs can be found in the Learning Support Policy, however please also see programme team for advice and referrals)

5.5.1 The Assistant Principal Learning Support and 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 Tutors are able to submit exam access arrangement and evidence for consideration of access arrangements by the specialist team, directly to a central email (examarrangements@nescot.ac.uk).

5.5.3 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.

5.5.4 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 once moderated by the EE.

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 Curriculum 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 thx' em 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 Once securely issued for marking and moderation, as above 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, it is the responsibility of the sender to ensure that the security of these documents is maintained. If sent by post, copies are sent by recorded delivery and only to the address supplied by the external examiner. The originals are returned to the Exams Office safe and signed for as previously. Where documents are to be sent electronically (as is the preferred method), these should be sent through secure platforms as designated by the awarding body. If the awarding body dictates no such platform, documents can be sent via email, but all files sent in this manner should be encrypted with password protection. Files and passwords should not be sent in the same email.

7.14 Moderated scripts are returned electronically by the External Examiner,; 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.

8.5.2 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 NESCOMMs and course handbook

10.2 On results day candidates will be able to:

- (i) view their results via NESCOMMs 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 that can be locked away.
- Drafts of examination papers should be sent either through designed secure platforms or as password protected documents, ideally as encrypted files where possible. 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 morning examinations at NESCOL is 9.30am, and the starting time of 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 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 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 Course Handbooks
- 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 (Head of Academic Standards ~~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
- For OU programmes results will then be further ratified by the Module Results Approval and Qualifications Classification Panel and any results released prior to conferment and ratification will be provisional.
- The date (last working day of July or following ratification by Module Results Approval and Qualifications Classification Panel for OU programmes), 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 on ProMonitor whilst 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 ProPortal results portal will be opened on the publicised date.

Exam Policy and Procedures for HE Students

VERSION	6
Policy Originator Role:	Head of Exams
Equality Impact Assessed:	No
Approved by:	Assistant Principal Q&I
Date Approved:	April 2024
Review Interval:	2 years
Last Review Date:	April 2024
Reviewed by:	Assistant Principal Quality and Innovation
Next Review Date:	April 2026
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