

Registration, Certification, Examination and Invigilation Procedure

Date Approved:	19/08/2025	Approved By:	Managing Director		
Next Review Due Date:	19/08/2026	Manual ID Number:	BSA010	Version No:	2
Author and Responsible Manager:	Head of Centre				
Applicable to:	Staff				
Publication:	Staff SharePoint				

Document Control

Version	Date	Author	Notes on Revisions

Contents

Section	Section Title	Page Number
1	Scope and Purpose	3
2	Procedure Statement	3
	2.1. Exam Series	3
	2.2. Registration and Exam Entries	3
	2.3. Examination access arrangements and legislative requirements	4
	2.4. How Examinations are Conducted	5
	2.5. Special Consideration	6
	2.6. Invigilators	7
	2.7. Resit's	8
	2.8. Claiming Certification	8
	2.9. Certification	8
	2.10. Early Leavers	9
3	Accountability	9

1. Scope and Purpose

This procedure is to ensure that the planning, organisation and management of Examinations are conducted efficiently, in a timely manner and in the best interest of students whilst maintaining security of all examination resources and compliance with awarding body and organisation regulations.

To ensure and maintain the integrity and security of examinations BSA adheres to the Joint Council for Qualifications (JCQ) Regulations and awarding body regulations for examinations. This procedure is part of a wider exams practice to ensure robustness in managing exams procedures and processes within BSA.

The processes and responsibilities outlined in this procedure relate to the Examinations Policy and associated procedures which must be adhered to.

2. Procedure Statement

2.1. Exam Series

Examinations take place throughout the year and include those whose dates that are determined by awarding bodies as well as on demand paper-based and on-screen examinations.

2.2. Registration and Exam Entries

All students must be enrolled on their programme of study prior to being registered and registration must take place within the awarding body timescales.

Registrations

The administration team will ensure that registrations are completed in a timely manner using the following steps:

1. Run a report every week of registrations due
2. Liaise with the Curriculum Team to confirm that the student is still in learning

Exam Entries

Deadlines vary between awarding bodies. However, to ensure adequate processing time ahead of their deadlines, the following are provided as a guide and **must** be adhered to as a minimum:

- paper based requests must be received a **minimum of 3 weeks** before the required assessment date
- onscreen requests must be received a **minimum of 1 week** before the required assessment date

Assessors/Tutors must complete an Examination Request Form and submit it to the Administration Team following the above timescales.

Examination Papers and Security

Receipt and storage

Upon receipt of examination papers and other materials from the awarding bodies, these will be carefully checked by the Administration team and awarding body notified of any discrepancies or if the material has been damaged in transit to such an extent that there could have been a breach of security.

Papers are locked and stored in a place of high security and with access strictly controlled in accordance with JCQ and/or awarding body regulations.

Examination packs may only be opened in the secure examination room by a member of the Administration team:

- **Within 60 minutes** of the published starting time.

Any papers removed will be put into sealed envelopes correctly marked with the examination and student details and the original pack will be resealed and will remain under strict security until the commencement of the examination.

Examination question papers will be opened by the invigilator no more than fifteen minutes before the appointed start time of the examination.

Despatch

At the end of the examination, invigilators will ensure the secure transit of all examination scripts and material to the Administration team who will check and pack all scripts. Where possible, they will be despatched the same day by recorded delivery or courier to either the examiner or awarding body according to instructions received. If for any reason examination scripts have to be retained overnight, they will be kept under secure conditions with access strictly controlled before being despatched the next working day.

Distribution of papers post exams

Where appropriate and in accordance with JCQ and/or awarding body regulations question papers for examinations will not be released to BSA staff until all students have sat the examination **AND** all completed answer scripts have been posted or collected by the courier. This will ensure confidentiality and security.

2.3. Examination access arrangements and legislative requirements

Overview

Access Arrangements are the principal way in which awarding bodies comply with their duty under the Equality Act 2010 to make reasonable adjustments. They allow students who are unable to sit formal examinations under usual examination conditions because of a disability or other conditions, to have the same opportunities through differing ways to demonstrate their skills and abilities, as other students. This is by minimising the impact of a student's disability or other conditions on

performance in assessment through adjustments to the examination arrangements; this enables students to demonstrate their knowledge and competence without changing the demands or validity of the assessment or giving them an unfair advantage. An access arrangement which meets the needs of a student with disabilities constitutes a 'reasonable adjustment', representing different ways in ensuring equality in assessment.

The Joint Council for Qualifications (JCQ) publish regulations which reflect the whole Centre approach to access arrangements. The regulations are updated every year on the 1st of September and the exam arrangements procedure will be carried out in accordance with the current version of the publication "Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments".

Evidence

Appropriate documentation is required as supporting evidence of a disability, specific learning difficulty, mental health difficulty or other condition for which a student requests individual arrangement. This can be in the form of an Education Health and Care Plan, Educational Psychologist Report, Medical Reports and where possible a signed copy of the original Form 8 will be requested to support the access arrangements process. The assessment by the specialist assessor should indicate the ways and degree to which the condition might affect performance in examinations.

Except for onscreen tests, PCs or laptops may only be used for examinations where this has been assessed as being a required access arrangement and is the student's normal way of working.

Applications and timeframes

All arrangements are required to be processed and approved well in advance of examinations or assessments. Awarding Bodies have application deadlines for examination access/reasonable adjustment arrangements.

Students who may require access arrangements are generally identified during the induction process. Assessors and Tutors must refer students via a referral form to the Administration team to ensure the timely assessments can take place to enable evidence of need to be gathered to meet JCQ and/or awarding body regulations. It is the Assessor or Tutor's responsibility to ensure that this is done and that the appropriate evidence is provided, together with details of the examinations to which the access arrangements are to be applied to enable the appropriate action to be taken and subsequent applications to be made.

2.4. How Examinations are Conducted

All examinations, paper-based and on-screen, must take place in the dedicated testing room.

Before the examination

For paper-based examinations a seating plan will be posted at the examination room at least thirty minutes prior to the scheduled start time of the examination to enable each student to familiarise themselves with their seating position. For large venues the seating plan will be placed outside the room, for smaller venues it will be placed inside the room. Invigilators will remove external seating plans once the examination starts.

Each student will have a desk card placed at their allocated examination desk containing their student details and the paper reference for the examination they are sitting.

During the examination

To ensure and maintain the integrity and security of examinations once they are underway students are required to observe and adhere to the following:

- Students are required to provide their photographic student ID to enable the invigilator to verify their identity
- Students are not permitted to use notes, mobile phones, iPods, smart watches, MP3/4 players, electronic devices, and technological/web enabled sources of information at any times and these must be switched off and placed at the front of the examination room
- Students' personal belongings must be placed in a designated space within the examination room but remain their own responsibility and BSA accepts no liability for their loss or damage
- Students pencil cases must be transparent
- For examinations with a duration of more than one hour, students will be permitted to enter the examination room up to sixty minutes after the start of the examination but will only be permitted to have the full time of the examination if adequate supervision arrangements can be put in place
- Students will not be allowed to leave the examination room for at least the first sixty minutes after the published starting time. Once they have left, they will not be allowed to return
- No students will be allowed to leave the examination room during the last five minutes of the examination

Staff in the examination room

Invigilators will start all examinations in accordance with JCQ and/or awarding body regulations. If approved by the head of centre, senior members of curriculum staff

that have not had overall responsibility for the students' examination preparation may be present prior to the start of examinations, but are **only** permitted entry to support with the following:

- to assist with identification of students
- to deal with disciplinary matters
- to check students, have the appropriate equipment and materials
- to check all students are present

They must leave before the examination commences and **not** have sight of the examination paper as this may compromise the integrity of the examination.

Any students who are disruptive or have been found to cheat during the examination are dealt with in accordance with BSA or awarding body regulations as appropriate.

Examination clashes

Where students have examination clashes, these students will be identified by the Administration Team who will liaise with Heads of Centre to ensure that adequate supervision is in place to ensure students do not have any inappropriate contact that may breach the security of the examination.

The students will be notified of the arrangements that have been put in place and the timings of their examinations.

The timetabling of clash examinations will take account of awarding body regulations on the maximum number of hours per day that students are permitted to spend under examination conditions and in some instance overnight supervision may be required

2.5. Special Consideration

Should a student be too ill to sit an examination, suffer bereavement or other trauma on the day of the examination then it is the student's responsibility to notify BSA. They must support any special consideration claim within five days of the examination with the appropriate evidence, for example a letter from their doctor. Where the exam is eligible for special consideration to be applied, the Head of Centre will forward a completed Special Consideration Form to the relevant awarding body within 10 working days of the examination.

2.6. Invigilators

Invigilators will be independent members of BSA staff and Invigilators:

- will not be current students at BSA
- will not be the sole invigilator of a relative, friend or a peer of a student in the examination room
- must declare any potential conflicts of interest
- will not be the teacher of the subject being examined
- will not be a senior member of teaching staff who has had overall responsibility for the student's preparation for the examination

All Invigilators must have gone through the Invigilators training before they are permitted to invigilate examinations.

The number of invigilators allocated to each examination will be decided by the Administration Manager based upon the number of students sitting, the location and Awarding Body Regulations. JCQ regulations state that:

- at least 1 Invigilator for each group of 30 students or fewer for written exams
- at least 1 invigilator for each group of 20 students or fewer for practical or onscreen exams

2.7. Resits

Re-sit decisions must be made through consultation between the Assessor or Tutor and the student.

2.8. Claiming Certification

Only Internal Quality Assurers (IQA) can put forward certification claims, the following evidence must be submitted with every claim:

- A certification claim form, fully completed that includes the qualification being claimed and the units that require claiming
- A completed IQA form declaring that the IQA confirms the certification claim and that any IQA actions have been actioned

2.9. Certificates

Posting and collections

Certificates remain the property of the student and can only be supplied to the student by either posting to their home address or, on request, collecting them from the Achievements Office.

Where certificates are returned by Royal Mail as undeliverable, BSA will retain these for a period of one year, after which time they will be returned to the issuing awarding body or destroyed.

Replacement certificates

Where a student has failed to inform that their address has changed, they will be provided with the relevant awarding body and fee information/documentation and directed to contact the awarding body themselves.

If a student notifies BSA that they have not received their certificate within 6 months of it being issued, it has not been returned by Royal Mail and the correct address is held on BSA's student record system a duplicate/replacement certificate will be requested from the awarding body and the cost charged to the curriculum area.

Where notification is received that a certificate has not been received after a period

of six months has elapsed then the student will be provided with the relevant awarding body documentation and fee information and directed to contact the awarding body themselves.

2.10. Early Leavers

Every student who leaves the programme early will:

- Be withdrawn with the awarding body if no units have been fully completed
- Have any completed units claimed and be issued with a partial certificate

3. Accountability

Heads of Centre

Ensuring compliance with this procedure within BSA.

Internal Quality Assurers

Responsible for ensuring that all certification claims submitted to the Administration Team are accompanied by the required evidence and are submitted in a timely manner

Assessors and Tutors

Responsible for liaising with the Administration Team and submitting registration and exam entry forms and requests

Administration Team

Oversee and manage the administration and organisation of examinations, registrations and certification, as well as, ensuring that this procedure is adhered to

Students

Are responsible for complying with BSA policies and procedures, and awarding body regulations