

Examination and Invigilation Policy

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Author and Responsible Manager:	Head of Centre				
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1. Scope and Purpose

This policy applies to all staff involved in the planning, organisation and management of examinations to ensure they 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 or 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.

2. Policy Statement

BSA is committed to ensuring that every student is given equal opportunities whilst undertaking summative examinations as part of their course or programme of learning.

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

3. Accountability

The Head of Centre is accountable for ensuring that the policy is kept up to date and oversee and manage the administration and organisation of examinations

Students are required to adhere to JCQ, awarding body and BSA's policies and procedures when undertaking examinations with BSA.

4. Linked Policies and Procedures

- Malpractice and Maladministration Policy and Procedure
- Appeals Against Assessment Decisions Policy and Procedure
- Internal Quality Assurance Policy and Procedure
- JCQ Instructions for Conducting Examinations (ICE)
- JCQ Conditions for Storing Confidential Exam Material
- JCQ Awarding Body Appeals Process
- JCQ Information for Candidates Publications:
 - Controlled Assessments
 - Coursework
 - On-Screen Tests
 - Privacy Notice
 - Social Media
 - Written Examinations

7. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: Author and Date: Dionne McCann Nov 2020	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision (Tick as appropriate) Expected Implementation Date: Nov 20 What is the Review Date: Every 2 Years
Equality and Diversity. Which of the characteristics may be impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None, no impact
Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Quality is monitored through both internal and external reviews
Is this policy of a high/medium or low risk? :	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low