

**EXAMINATIONS POLICY AND PROCEDURES**

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# **Introduction**

* 1. This Policy replaces any previous Policy and follows the DfE regulations. All staff are affected by and expected to adhere to this Policy.
  2. In line with Reynolds Training Academy’s Equal Opportunities and Special Educational Needs Policies, we aim to give all Learners equal opportunities to take part in all aspects of their programme, as far as is appropriate, practicable and compatible with giving regard to health and safety and the efficient education of other Learners.

# **Policy and Procedures**

* 1. Reynolds Training Academy is committed to ensuring that the examinations management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and Awarding Organisation requirements.

This Examinations Policy will ensure that:

* 1. all aspects of the examination process are documented, supporting the examinations contingency plan, and other relevant examinations-related policies, procedures and plans are signposted.
  2. all Centre staff involved in the examinations process clearly understand their roles and responsibilities.
  3. all Examinations and Assessments are conducted according to JCQ and Awarding Organisation guidance and instructions, thus maintaining the integrity and security of the examination/assessment system at all times.
  4. Learners understand the examination process and what is expected of them.
  5. the examination process combines entitlement with flexibility, accurate achievement data is available to inform quality assurance.
  6. This Policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that examinations and assessments are conducted to current JCQ (and Awarding Organisation) regulations, instructions and guidance.
  7. This Policy will be communicated to the staff and will be held on the shared drive.
  8. The purpose of this Policy is to support any examinations that form part of a learning programme including:
     1. Mandatory qualifications required to achieve the qualification.
     2. Functional skills qualifications required.
  9. Reynolds Training Academy will ensure that:
     1. Learners are registered for a programme reflecting their eligibility, previous learning, achievement, experience and current employment role.
     2. Learners are aware of the expected method of examination, any mandatory requirements to trigger examination, expected timetable for examinations and any flexibilities that may be available to the Learner prior to the actual examination.
     3. Learners will be supported with a Training Plan that will develop their knowledge, skills and behaviours in preparation for the examination providing regular feedback and interim assessment of progress against the examination criteria.
     4. Learners will only be entered for final examinations with the mutual agreement of the Training Provider and Learner.
     5. planning and management of the examination process is conducted efficiently and in the best interest of the Learner and in line with the appropriate regulations.
  10. The conduct of individual examinations will be governed by regulations set down by the relevant Awarding Body and in line with JCQ Regulations.
  11. The Learner will be solely responsible for ensuring that they:
      1. arrive in good time for a scheduled Examination.
      2. are prepared for the expected Examination conditions and have access to any required documents, materials and equipment/software.
      3. do not access any prohibited documents, materials or equipment during the Examination or Assessment.
      4. comply with all required rules and regulations as specified by Examination and the Invigilator.
      5. provide photographic ID if required.

# **Access Arrangements**

* 1. Learners with special education needs, disabilities or other special access requirements will be supported by Reynolds Training Academy to ensure that appropriate special or alternative arrangements are put in place to facilitate access to and the conduct of examinations.
  2. The Training Provider and the Learner will agree in advance of an examination what and if any access arrangements may be required. The Training Provider will liaise with the Learner and Awarding Organisation to ascertain what alternative access may be possible and practicable and to work with both the Awarding Organisation and Learner to implement any agreed arrangements.
  3. It will be the responsibility of the Learner working with the Training Provider to provide any evidence required to support alternative access arrangements that may be required.
  4. All alternative access arrangements must comply with the Awarding Organisations rules and procedures.

# **Invigilation**

* 1. Invigilators will undertake any relevant training as required by the team and the AWARDING ORGANISATION / EPAWARDING ORGANISATION and will complete all relevant records during the conduct of the Examination / External Assessment. Refer to Reynolds Training Academy’s Invigilation Policy.

# **Contingency Planning**

* 1. The Fire and Emergency Evacuation Policies contain details of particular arrangements for evacuation in case of emergency and will be followed in the event of emergency during an examination.

# **Non Attendance by the Learner**

* 1. If a Learner fails to attend a scheduled Examination / External Assessment this will automatically be recorded as a fail unless evidence of any extenuating circumstances can be given. However, the final decision on whether this is recorded as a fail or may be rescheduled will be determined by the Awarding Organisation.

# **Malpractice or Maladministration**

* 1. Reynolds Training Academy has a Malpractice Policy which should be read in conjunction with this Policy. Reynolds Training Academy will report all suspicions of, or actual incidents of malpractice. Refer to the JCQ document [Suspected Malpractice Policies and Procedures](https://www.jcq.org.uk/wp-content/uploads/2020/09/Malpractice_20-21_v2-1.pdf).

# **Examination Fees**

* 1. The Learner will not be asked to contribute financially to the cost of Examination Fees.

# **Examination Resits**

* 1. Should a Learner fail an Examination / Assessment they may be invited to resit the Examination /Assessment at a future date. The decision to resit will be by mutual agreement between the Learner and Training Provider.

# **Results**

* 1. All results will be assessed and issued by the Awaring Organisation in accordance with their rules and regulations.
  2. Where indicative results are provided by an Awarding Organisation, this will be communicated to the Learner as provisional subject to the Awarding Organisation Internal Quality Assurance Procedures and not to be taken as a final result.
  3. Final results when known will be communicated to the Learner promptly and are subject to final certification.

# **Certification**

* 1. Mandatory and Functional Skills Qualification certificates will be issued by the Awarding Organisation when their required minimum standards and conditions have been met.
  2. Certificates will be collated centrally and distributed to Learners on completion by hand or registered post to the Learner’s home address. Learners are responsible for ensuring that an up-to-date home address is confirmed to their trainer during their exit interview.

# **Replacement Certificates**

* 1. Replacements for lost certificates may be requested, if they are available, by the Learner only. The cost of replacement will be charged to the Learner.

# **Appeals**

* 1. Reynolds Training Academy is committed to ensuring that whenever its staff assesses Learners’ work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessment will be conducted by staff who have appropriate knowledge, understanding and skills. Learner’s work should be produced and authenticated according to the requirements of the examination board. Consistency will be assured by Internal Moderation / Quality Assurance and Standardisation. If Learners believe that this may not have happened in relation to their work, they may make use of the internal Appeals Procedure.
  2. **Note that Appeals may only be made against the process that led to the assessment and not against the mark or grade.**
  3. A Learner may appeal a decision taken as a result of implementation of this Policy if they believe that a decision reached or course of action taken:
     1. contradicts the Policy.
     2. is not supported by the available evidence.
     3. was a result of malicious action or malpractice.
  4. A Learner that wishes to appeal should contact the Principal or the Director of Quality & Training, clearly stating; the decision being disputed, the grounds for appeal, along with any supporting evidence.
  5. Reynolds Training Academy will acknowledge any appeal request within 10 days and notify the Learner of the procedure to be followed to hear the appeal.

# **Centre Inspection**

* 1. Reynolds Training Academy will co-operate with the JCQ Centre Inspection Service or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and will take all reasonable steps to comply with all requests for information or documentation made as soon as is practical.

# **Monitoring and Review**

* 1. Reynolds Training Academy will review this Policy on an annual basis.

RTA Examination Policy – reviewed 4-3-2024