



LONDON PROFESSIONAL ACADEMY (LPA)

EXAMS POLICY

Title: LPA EXAMS POLICY

Approval date: Sep, 2022

Approved by: London professional Academy

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AIM/PURPOSE

The purpose of this policy is to ensure that within LPA the planning and management of exams is conducted efficiently, with clear guidelines for the relevant staff and in the best interest of the candidates.

It is the responsibility of everyone in LPA, involved in the exam processes to read, understand and implement this policy.

RESPONSIBILITIES

- LPA is accountable to the awarding bodies for ensuring that it is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.
- LPA has the authority to deploy the necessary resources to ensure it is always compliant in meeting those published JCQ regulations and awarding body requirements.
- It is to ensure that all staff comply with the instructions in the JCQ Instructions for conducting examinations and Functional Skills assessments (English and Mathematics) documents, or other awarding body document.
- Failure to do so may constitute malpractice as defined in the JCQ Suspected Malpractice Policies and Procedures
- LPA ensures that the Senior Management Team (SMT) familiarise themselves with the entire contents of JCQ General Regulations for Approved Centres document.
- Ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.
- Ensure to have the required workforce to undertake the delivery of qualifications as required by an awarding body.
- Provides fully qualified tutors to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.
- Enables the SMT to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Ensure that the SMT has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ Access Arrangements and Reasonable Adjustments
- Ensure that the SMT has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation.
- Ensure that the SMT has a good working knowledge of the examination system

Tutors

Responsibilities of the tutors are:

- Notifying candidates of the access requirements (as soon as possible after the start of the course)
- Completing forms for candidates requiring an assessment
- To ensure that the student understands malpractice
- Informing the examinations staff of any such students.

Senior Management Team (SMT)

A member of LPA SMT is responsible for:

- Ensure provision of additional support to eligible students like spelling, reading, mathematics, dyslexia or essential skills assistance, hearing impairment, English for Speakers of Other Languages, IT equipment.

Invigilators

Invigilators responsibilities are:

- To attend training sessions and have a thorough knowledge of the Instructions for conducting exams
- Exam paper and other exam material collection before the exam
- To be able to conduct the examination
- To collect all exam scripts in the correct order at the end of the exam and their return to the exams office

Candidates

Candidates are responsible for:

- Submitting their exam entry before the closing date
- Providing any relevant evidence of any special requirement request for exams such as additional time allowance and use of word processors
- Understanding exam and assessment regulations
- Making sure to read all rules and regulations in advance of the exam

Students

The responsibilities of the students are:

- Must attend all exams according to the timetable
- In cases of absence due to illness, proof should be provided

- The exam will either be rescheduled or if not possible then the student should forego the exam
- Students who arrive late for their exam may be allowed entry if the JCQ examination requirements are met
- Students can request a subject entry, change of level or withdrawal before the relevant awarding organisation deadline and the authority of a final decision lies with LPA
- The first attempt at the exam for some subjects is incorporated into the course fee, paid by candidates at the time of course enrolment
- Students must pay for any further attempts at exams
- Late entry or amendment fees are to be paid by students Equalities Act 2010
- Where a student declares an additional need, the tutor will be informed
- Making access arrangements for candidates to take exams is the responsibility of LPA, once the requirement has been confirmed by the student and evidenced by a supporting document where necessary
- Students who require reasonable adjustments for their exams will have suitable arrangements made to enable them according to their needs.

CONTINGENCY

Contingency for exams administration is the responsibility of LPA.

MANAGEMENT

- DBS checks can be made on invigilators in accordance with JCQ regulations and in line with Safeguarding Policy
- Malpractice reporting and investigation is done by LPA with the report being sent to the relevant awarding body within 48 hours of the incident
- Booking of exam rooms, availability of the question papers and other materials to the invigilator in accordance with JCQ regulations is LPA's responsibility
- Students will arrive 30 minutes before the exam start time, ID will be checked and attendance noted
- Students will be asked to surrender all unauthorised items before the exam and personal belongings will be put in a designated area
- The invigilator will start all exams in accordance with JCQ or other awarding body regulations
- Tutors may be present at exam to assist with identification of students and in case of any technical difficulties
- Students are not allowed to leave the exam room with any paperwork and advised regarding expected exam behaviour and unauthorised items prior to the exam and on the exam

- LPA has strict regulations regarding the possession of mobile phones and other electronic devices in exams
- LPA cannot take responsibility for loss or damage to student's property
- Students requiring any reasonable adjustments for examination, including extra time, use of word processor etc. must have requested this prior to the assessment/exam
- LPA is responsible for managing late or absent candidates
- In case where a student is ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during the exam, then it is the student's responsibility to alert LPA or the exam invigilator
- The student must support any special consideration claim with appropriate evidence within three days of the exam which will be forwarded to the relevant awarding body within seven days of the exam
- In case of Emergency Evacuation, if the alarm sounds during an exam, the exam room must be evacuated and students supervised to ensure the integrity of the exam remains in place until the building is announced safe to return
- On no account should an alarm sounding during an exam be assumed to be a practice
- In case of students wishing to appeal against an internally assessed/marked work, they will be directed to the Internal Appeals Procedure
- Students will be advised of their results on published results dates via email and they can collect their result in person, if they want to
- After the receipt of results, SMT will be available to discuss any post results services with students
- After the release of results, students may ask exams staff to request the return of their original exam scripts
- Students are invited to collect their certificate from LPA signed for on receipt or they may be posted by recorded delivery mail, on request
- All staff involved in teaching, marking and invigilating exams or assessments at LPA are required to declare any conflicts of interest in line with LPA's Conflict of interest policy
- All records of students and exams will be held securely, in line with GDPR requirements in line with the Data Protection and Confidentiality Policy.