

Examination and Invigilation Policy and Procedure

POLICY STATEMENT: The purpose of this policy is to: Outline the Examination and Invigilation policy and procedure for SALT TRAINING LIMITED.

Examination Processes and Procedures

Examination responsibilities

Overall responsibility for SALT TRAINING LIMITED and the respective Examination Centre(s)

SALT TRAINING LIMITED Managing Director takes on the role as Head of Centre, and has overall responsibility for SALT TRAINING LIMITED as the Examination Centre

Head of Centre is responsible for;

- reporting all suspicions or actual incidents of academic malpractice. Refer to the Joint Council for Qualifications (JCQ) document [Suspected malpractice in examination and assessments](#). Or the awarding body requirements, policies and procedures.
- candidates' requirements for access arrangements following the Exam Access Arrangements Procedure and electronic completion of standardised evidence for JCQ .
- Provide documentary evidence electronically to the Examination team of identified need for access arrangements for individual candidates.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

In any cases where students wish to opt out of having access arrangements, they must confirm this in writing

Invigilators are responsible for:

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Setting up examinations rooms and online sessions inline with the awarding body requirements, policies and procedures.
- Run the examinations according to the respective awarding organisations guidelines.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.

Qualification Offer

- The qualifications offered at this SALT TRAINING LIMITED are determined by the Managing Director.
- The subjects offered for qualifications in any academic year may be found in the SALT TRAINING LIMITED published prospectus for that year. If there has been a change of qualification, the examinations office must be

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informed.

Examination sessions

Internal formative examinations, if any, are scheduled by the course trainers as required.

Registrations - Vocational

The Administration lead will distribute a list of candidates enrolled on the vocational programme to the appropriate Head of centre/Programme Director/Trainer/Assessor

The Head of Centre/Programme Director/Trainer/Assessor will confirm the candidate list including confirmation of the qualification. All learners will be registered before any practical or theory examinations or assessments take place, in line with the awarding body requirements.

If appropriate any unit information that is needed for the registration will be confirmed at this stage by the Head of Centre/Programme Director/Trainer/ Assessor.

All actions should be completed by the appropriate deadline depending on the awarding body, using the appropriate programme/cohort code in relation to the Awarding Body

The Head of Centre/Programme Director/Trainer/Assessor is expected to check the registrations via the awarding body on-line portal and to advise the Administration Team if any updates/changes are required.

If appropriate the Head of Centre/Programme Director/Trainer/Assessor/Trainer/Assessor will inform the candidates of their registration status.

Entries, entry details, late entries and retakes

Entries

Candidates are selected for their examination entries by the Head of Centre/Programme Director/Trainer/Assessors.

A candidate cannot request a subject entry, change of level or withdrawal without the permission of the vocational staff (within deadline or Head of Centre/Programme Director/Trainer/Assessor beyond deadline). This change or transfer will then be actioned through the Awarding Body website and the learner and Head of Centre informed.

SALT TRAINING LIMITED can act as an examination centre for other organisations subject to receiving prior approval from the awarding organisation.

Entry details

All individual candidate statements of entry or individual timetables will be given to the Head of

Centre/Programme Director/Trainer/Assessor and Student Progression Mentor for distribution.

The Administration Team will accept withdrawals (using the appropriate withdrawal forms) and amendments up to the date set by the awarding body. Withdrawals must be actioned on the awarding body and in line with their respective deadline.

Late entries

Late entries are authorised by the Managing Director.

The deadlines for late entries are circulated via email and the Examinations Officer will accept entry amendments and withdrawals up to the dates set by the awarding bodies.

Certification and Claims

The Administration Team must validate and process claims and certification in line with awarding body guidelines and centre round internally verified assessments only.

The Administration Team will carry out an audit of certificates received ensuring the programme and grade is accurate and reflects the claim made through the awarding body. Anomalies to certification and assessment must be communicated to the awarding body in a timely manner and a record kept reflecting the changes.

Examination fees

Normal registration and examination fees are paid by the candidates when they or an employer has paid tuition fees, including re-take fees.

Students are not required to pay re-take fees for English and maths qualifications. If an exam is missed without notification re-take fees will be applied.

Examination arrangements for candidates with disabilities

Access arrangements

Candidates who may require access arrangements are identified during the admissions process. Others could be identified after enrolment.

The Administration Team will inform Head of Centre/Programme Director/Trainer/Assessors of candidates with special educational needs, students who are embarking on a course leading to an examination and the date of that examination. The Administration Team can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination and process these requests (if any) with the awarding body.

Making these special arrangements is the responsibility of the Administration Team

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Administration Team.

Invigilators and Examination Days

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Managing Invigilators

Invigilators will be used for all examinations.

The recruitment of invigilators is the responsibility of the Managing Director..

Training for invigilators is provided by the administration Team annually to advise on the JCQ guidelines.and Awarding body requirements.

Candidates, clash candidates and special consideration

Candidates

The following points must be adhered to by candidate during exam condition in line with JCQ and awarding body rules and regulations:

[JCQ rules](#) on candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with [JCQ guidelines](#).and Awarding body requirements.

Centre staff may deal with any candidate not present at the start of an examination through their own local procedures.

Special consideration

Should a candidate be unable to sit an examination due to exceptional circumstances, it is the candidate's responsibility to alert SALT TRAINING LIMITED to that effect.

The candidate must support any special consideration claim with appropriate evidence within five days of the examination.

Should the candidate fall ill during the exam the invigilator will complete a report for consideration by the Examinations Officer and this may be shared with the awarding body if required.

The Administration Team will then forward a completed special consideration form to the relevant awarding body within 10 days of the examination.