

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



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## R2W Examinations and Invigilation Policy GWSNT - COL16

*This policy applies to Groundwork South and North Tyneside and Windmill staff, learners and volunteers (hereafter referred to as Groundwork)*

The purpose of this examinations and invigilation policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of our learners
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff and learners

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

The exams policy will be revised every year at the beginning of the new academic year in line with NOCN requirements.

The exams policy will be reviewed by the Head of Centre, Head of Provisions and Achievements.

NOCN exam policy and procedures will be adhered to and can be found on:

[NOCN Examination and Invigilation Policy and Procedure \(V5.1202408\).pdf](#)

## **Roles and Responsibilities: -**

### **The Head of Centre**

- Has overall responsibility for Route2Work college as an exams centre and advises on appeals and re-marks
- Is responsible for reporting all suspected or actual incidents of malpractice
- Oversees the production and distribution to all relevant staff a Quality Calendar which incorporates all exams and communications regularly with staff concerning imminent deadlines and events
- Line manages the exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.

### **Deputy Head of R2W College**

- Ensures that learners and their parents are informed of and understand those aspects of the exams timetable that will affect them
- Supplies information on entries, coursework and controlled assessments as required by the HoC and/or exams officer
- Guidance and pastoral oversight of candidates who are unsure about exams entries
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- Accurate completion of controlled assessment mark sheets
- Identification and testing of candidates' requirements for access arrangements/reasonable adjustments and notifying the exams officer in good time so that they are able to put in place exam day arrangements

### **Exams Officer**

- Manages the administration of Functional Skills external exams and invigilation in line with NOCN requirements
- Advises the HoC, Programme Lead and Tutors of NOCN's exam procedures
- Maintains systems and processes to support the timely entry of learners for their exams
- Receives, checks and stores securely, all exam papers and completed scripts in the designated locked cabinets at the Eco Centre or Jarrow Hall and ensures that scripts are dispatched as per NOCN guidelines
- Administers access arrangements and supports the Deputy Head to make applications to NOCN for special consideration/reasonable adjustments
- Ensures learners-controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to learners

## **FS Tutors**

- Work with the exams officer to provide the access arrangements required by candidates in exams rooms
- Where necessary provide the exams officer with necessary data needed for registering the learners at the correct level.
- Work with the exams officer to arrange exam dates.
- At entry level inform the exams officer of results, in order for certificates to be claimed.

## **Invigilators**

- Assisting the exams officer in the efficient running of exams
- Collections of exam papers and other material from the exams officer before the start of the exam
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams officer

## **Exam Timetables**

Once confirmed, the exams officer will circulate the exam timetables to Tutors and Deputy Head in order to communicate to learners.

## **Entries, entry details and late entries**

Learners or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre does not act as an exams centre for other organisations.

Functional skills re-sits are allowed in line with NOCN regulations.

## **Results**

Learners will receive results:

- In person at the centre if during term-time
- By telephone call from the Programme Lead, if during holidays/after term has ended

## **Enquires about Results (EAR)**

EARs may be requested by centre staff or the learner following the release of results.

All decisions on whether to make an application for an EAR, will be made by the HoC and in line with NOCN guidelines.

**Certificates**

Candidates will receive their certificates

- In person at the centre if during term-time
- By post to their home address if during holidays/after term has ended.

**Policy review**

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