

REACH Learning Provision External Assessment and Examination Policy

1. Policy Statement REACH Learning Provision is committed to ensuring that all external assessments and examinations are conducted in accordance with awarding body regulations and the principles of fairness, transparency, and integrity.

2. Purpose This policy outlines how external assessments (paper-based and online) are planned, managed, invigilated, and recorded to ensure compliance with NCFE requirements.

3. Scope This policy applies to all staff and learners involved in externally set and marked assessments or examinations at REACH Learning Provision.

4. Responsibilities

- **Exams Officer:** Overall responsibility for organising assessments, liaising with NCFE, and maintaining security.
- **Invigilators:** Supervise and ensure regulations are followed during assessments.
- **Tutors:** Prepare learners and ensure they understand the assessment process.
- **Learners:** Comply with examination rules and conduct expectations.

5. Examination Preparation

- Timetables and guidance are shared with learners in advance.
- Appropriate assessment venues are arranged with seating plans.
- All assessment materials are securely stored and handled.

6. Access Arrangements

- Reasonable adjustments (e.g. extra time, reader/scribe) will be applied in line with the Reasonable Adjustments Policy.
- Requests must be supported by evidence and submitted to NCFE within deadlines.

7. Invigilation Procedures

- Qualified and trained invigilators will be used.
- Learners must show identification and follow instructions.
- Mobile phones and unauthorised materials are not permitted.
- Incidents or misconduct are reported immediately.

8. Security of Assessment Materials

- Assessment materials will be stored securely and access limited to authorised staff.
- Post-assessment scripts will be packaged and returned according to NCFE guidelines.

9. Emergencies and Disruptions

- Any disruptions (e.g. fire alarm, power failure) will be recorded and managed following NCFE guidance.

10. Results and Certification

- Results are communicated to learners in a timely manner.
- Certificates are issued and recorded securely.

11. Policy Review This policy will be reviewed annually or in line with awarding body updates or regulatory changes.

Policy Review Date: August 2025

Approved By: Corrine Scott - Head of Provision

Next Review Due: August 2026