

## EXAMINATIONS & ASSESSMENTS POLICY

### 1. Policy Statement

- 1.1 The Examinations and Assessments Policy commits South Thames Colleges Group (STCG) and its staff to having high quality examination and assessment procedures and processes. This means STCG:
- strives to deliver the highest quality of service to all students and staff
  - expects all staff and students to maintain this standard through adherence to the procedures and processes
- 1.2 This policy is based on regulatory bodies' examinations and assessments processes and procedures and meets the requirements of awarding bodies, the JCQ, and other relevant organisations
- 1.3 The Policy is made up of 3 sections: Statement, Responsibilities and Procedures, and 8 Appendices: 1a) Contingency Plan and 1b) Lockdown Procedures (exams-related), 2) Access Arrangements and Reasonable Adjustments in Exams, 3) Word Processors in Exams, 4) Conflict of Interest, 5) Special Consideration, 6) Exams Whistleblowing Policy (in conjunction with the main STCG Whistleblowing Policy), 7) Retention of Records and 8) Malpractice in Exams and Assessments Policy. References to the Exams Office apply to the relevant Exams Office within each College.

### 2. Policy Purpose

- 2.1 To ensure the planning, administration and management of examinations and assessments are conducted efficiently and effectively and in the best interests of candidates
- 2.2 To ensure that the integrity and security of examinations and assessments are maintained at all times
- 2.3 To ensure the operation of an efficient system with clear procedures and guidance for teaching and other staff involved in the delivery of examinations and assessments

### 3. Policy Objectives

- 3.1 To deliver an excellent standard of service for students and staff contributing to a positive overall student experience
- 3.2 To ensure staff are fully informed of the processes and procedures that underpin this policy in order to foster and spread the culture of high-quality examinations and assessments services for students
- 3.3 To inform staff and students of the procedures to comply with internal and external regulations, thus ensuring that STCG is not compromised
- 3.4 To ensure that the procedures meet auditory and regulatory requirements
- 3.5 The policy covers all qualifications offered by STCG

### 4. Who Will Need to Know About This Policy

It is the responsibility of all staff involved in STCG examinations and assessments processes to read, understand and implement this policy.

### 5. Access to the Policy

All staff must be familiar and comply with the content of the Exams Policy and Appendices, access to which is provided in the Exams section of STCG Online and Group website.

Policy Title: Exams & Assessments Policy – 1. Statement	Staff Members Responsible: Heads of Exams/Vice Principal QD&S
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