



Examination and Accreditation Policy



Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	22/04/2025

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1. Introduction

This policy outlines Oaktree Education Services' approach to the planning, delivery and quality assurance of examinations and accredited qualifications. It ensures compliance with relevant awarding body regulations and the expectations of Ofsted for registered independent special post-16 institutions. The policy ensures that assessment and accreditation are inclusive, accessible and reflective of students' individual learning needs.

2. Purpose

This policy is designed to:

- Establish consistent procedures for the management of examinations and accredited learning
- Ensure learners are provided with fair opportunities to demonstrate their achievements
- Uphold the integrity of qualifications and internal quality assurance systems
- Support transparency, accuracy and accountability across all assessment activities

3. Roles and Responsibilities

Head of Centre

- Holds overall responsibility for the examination centre and reporting of malpractice
- Oversees appeals, compliance and quality of assessments
- Liaises with awarding organisations and ensures statutory compliance with JCQ and DfE guidance

Exams Officer

- Manages exam entries, results, scripts and access arrangements
- Communicates key dates and ensures candidates and parents are fully informed
- Coordinates special consideration requests and coursework deadlines
- Ensures secure storage of exam papers and assessment records

SENCO

- Identifies learners requiring access arrangements
- Ensures appropriate assessments and reasonable adjustments are in place
- Coordinates rooming and invigilation for students with SEN or disabilities

Subject Leaders

- Identify and nominate candidates for exams
- Monitor completion and quality of coursework and assessments
- Work with IQAs and the Exams Officer to ensure assessment integrity

Invigilators

- Supervise exams in line with JCQ regulations
- Ensure secure handling of exam materials before, during and after exams

Internal Quality Assurers (IQAs)

- Develop sampling plans based on risk-based models
- Monitor tutor and assessor practice and ensure validity of assessment decisions
- Deliver regular standardisation activities and feedback to assessors

Trainers and Assessors

- Deliver assessments tailored to individual learning styles
- Collect evidence that is valid, current, authentic and aligned to qualification standards
- Recognise prior learning and maintain accurate learner records

4. Examination Procedures

Exam Entry and Registration

- Candidates are selected by Subject Leaders based on curriculum pathways
- All entries and registrations are submitted by the Exams Officer within awarding body deadlines
- NVQ and vocational learners are registered within six weeks of programme start

Exam Timetabling

- Entry-level exams are held throughout the year, with external exams in June
- Exam schedules are circulated well in advance to staff, learners and families

Access Arrangements and Special Consideration

- Access arrangements are planned with the SENCO and submitted by the Exams Officer
- Special consideration requests must be supported by appropriate evidence and submitted within awarding body timelines

Conduct on Exam Days

- Exams are supervised by trained staff in accordance with JCQ guidelines
- Emergency procedures, disruptions and misconduct are handled as per national regulations
- Controlled assessments are conducted under appropriate conditions and stored securely

5. Coursework and Controlled Assessment

- Coursework deadlines are clearly communicated and monitored by Subject Leaders
- Assessments must be authenticated by learners and teachers
- Internal assessment marks are submitted by the Exams Officer and subject to moderation
- High control assessments must be conducted without internet access or teacher assistance

6. Internal Quality Assurance and Standardisation

- IQAs operate a traffic light risk model to determine sampling frequency
- A minimum of three IQA reviews is required for each learner's portfolio at Level 2 and above
- Standardisation meetings are held termly to ensure consistency and continuous improvement

7. Appeals

- Learners may appeal against internal assessment procedures, not the judgement
- Appeals must be submitted in writing within two weeks of the final externally assessed exam
- Investigations are led by a senior leader not involved in the original decision

8. Results and Certification

- Results are issued in person or by post
- Certificates are retained for up to five years and may be collected by authorised third parties
- Appeals and re-mark requests are facilitated by the Exams Officer in consultation with leadership

9. Monitoring and Evaluation

This policy is reviewed biennially or as required in line with changes to legislation, JCQ guidance or awarding organisation requirements. Oversight is maintained by the Head of Centre and Quality Assurance Team.

10. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

Approval and Signature

- **Principle of Head of College:**
Chris Kelly, 22/04/2025
- **Chair of Governors/Trust Board:**
Name, Signature, Date