



MANCHESTER LEARNING ACADEMY

IQA

REVIEW DATES:

15/01/2014

15/04/2015

Manchester Learning Academy- IQA

This Policy covers Testing, retention of records policy and access to records policy.

Manchester Learning Academy will provide an open and transparent working relationship with Awarding bodies in areas of the working relationship. It will test students in accordance with Awarding bodies rules and guidance and retain records in a manner that is appropriate. Awarding bodies will have open access to students records that relate to Awarding bodies qualifications.

Manchester Learning Academy will place Orders for paper-based examinations at least 10 working days before the examination date and will always test at the place and time on the scheduled date. In case of Orders for on-line or off-line examinations will be placed or modified on Campus up to the day before the examination.

In relation to On demand and on-line examinations the College understands that they are valid only for the date scheduled for the examination(unless they are modified in advance). Off-line examinations are valid for five days from the scheduled date.

Dispatch of examination papers

The College understands that Paper-based examination papers are dispatched by Awarding bodies to arrive at the College 5 working days before the date of the examination.

Receipt of examination papers

The College will contact and advise Awarding bodies Customer Support 5 working days before the examination if papers have not arrived.

Instructions for the examination co-ordinator

BEFORE THE DAY OF THE EXAMINATION

Question papers and equipment

- Paper-based Examinations- The College will check the contents of each package by reading through the envelope and contact Awarding bodies Customer Support if you believe specific question papers are missing.
- Never open question papers until the time of the examination .
- Store all question papers in a locked safe, or cabinet, in a locked and secure room. Restrict the number of key holders to two.
- Never retain or distribute on demand question papers after the examination. Used question papers will be either be returned to Awarding bodies or securely destroyed.
- Wait 24 hours following the examination before releasing used series question papers to teachers and candidates.
- Check and service all equipment prior to starting tests.

Rules about invigilators

Manchester Learning Academy- IQA

alleged irregularity; the investigations carried out; the evidence secured; the conclusions drawn and the recommendations for action.

The College is aware that Awarding bodies has established procedures for considering appeals against penalties arising from malpractice.

Withdrawal of Centre Approval

In case of withdrawal of CENTRE APPROVAL The College will notify the candidate who will be effected by the decision at the earliest opportunity and look at the best interest of the student.

The College if possible will offer of alternative testing IE another exam board will be offered or a full refund will be given. The College will always clearly state the College position to its students and in no instance misguide or mislead the student.

The College will immediately remove the accreditation material from all advertising tools and not offer the course with Awarding bodies in any way.

All this will be corresponded with Awarding bodies throughout.

If the College is to appeal the decision of withdrawal then it will keep all concerned informed in writing at the earliest opportunity.

Conflict of Interest Policy

The College will work in an ethical manner and not work with any organizations or individuals that will bring disrepute to the name of The College or Awarding bodies.

The College will only work under their own name and will not have any satellite centres. They will follow the Code of conduct of Awarding bodies to ensure that there is no professional conflict of interest.

All documentation will be kept in an orderly manner in case of Awarding bodies auditing or Quality assurance visits. Details of Satellite centers

Manchester Learning Academy does not work with any Satellite centres and has no plans to work with any. If this position changes then the College will notify Awarding bodies and seek permission BEFORE any teaching, publicity or examination takes place.

Manchester Learning Academy- IOA

Paper-based Examinations

- Regulation No person who has taught any of the candidates in the examination subject may act as the sole invigilator.
- No relative of, or person directly interested in, a candidate may invigilate an examination when this candidate is present.
- Invigilators must be fully aware of their roles and responsibilities.
- At least one invigilator must be present throughout each examination.
- Where there are more than 25 candidates, one additional invigilator will normally be required for each additional 25 candidates, or part thereof.
- In an L or T shaped room at least two invigilators must be present for the whole examination.
- When only one invigilator is present this invigilator must be able to contact immediate assistance without disturbing candidates or leaving the room.

Using word processors for paper-based examinations

College Regulation

- Candidates are only permitted to use word processors, typewriters, personal computers and other microprocessors in an examination if this is allowed by the syllabus or has been first agreed as an adjustment for candidates with particular assessment requirements.
- Candidates using word processors in circumstances where their use might distract other candidates must be accommodated separately from others.
- The centre must ensure that the word processor is working correctly at the time of examination or assessment.
- Candidates must have access only to those facilities which have been agreed in advance. Candidates must not be able to gain access to existing files and documents or to the internet browser or search engines.
- Spell checkers, authorised dictionaries, thesauruses and calculators can all be used by candidates, unless otherwise stated.
- The frequent saving of work is strongly recommended. Where available, an auto-save facility should be used.
- Where candidates have access to shared printing equipment, printing may be undertaken after the examination time. Candidates may input printing instructions under the supervision of an invigilator, but only the invigilator may handle the print copies from the printer. All print copies must record the candidate's name and specify clearly which questions the work refers to.
- If the syllabus permits printing during the examination, the invigilator must supervise candidates. input of printing instructions.

Manchester Learning Academy- IOA

AFTER THE EXAMINATION

Scripts Paper-based

College will:

- After each examination, pack and seal the scripts, will be sorting by the College, by subject and by order of the Invigilator Declaration and Attendance Reports.
- Scripts for different examinations will be packed separately.
- Scripts will be securely stored before dispatch and posted within 48 hours of each examination.
- The College will dispatch scripts to Awarding bodies or coordinating authority using a secure and traceable method, as the College accepts Awarding bodies can only be responsible for scripts from the point of an Invigilator Declaration and Attendance Reports for at least 12 months, unless an irregularity has occurred or special consideration is required, in which case the report will be submitted to Awarding bodies.
- The College will retain copies of all key documentation for audit purposes to prove sufficient diagnostic testing, approval and candidate registration and individual learner records for at least 3 years.

Instructions for Invigilators

Arranging the examination room

Paper-based

Display material that might be useful to candidates will be cleared from the walls.

The College will Check that a wall clock is clearly visible to all candidates.

Invigilators will make sure that the room is quiet and well lit, and the room will be well ventilated, at a reasonable temperature with sunlight glare blocked out.

If necessary invigilators will check a seating plan for the examination, and place a notice on the door of the room that says 'Quiet please- examination in progress. No admittance'.

Identifying candidates

Paper-based .All invigilators/examiners will make sure that the identity of every candidate in the examination room is in order, by checking photo-identity as necessary.

In cases of females who cover their face for religious reasons a female member of staff will take the candidate into a separate room to identify the candidate and then escort them to the examination room.