

Examination and Assessment Procedures

1 Introduction

- 1.1 Evolution Safety Solutions is a forward looking training organisation. We want to ensure that our examination and assessment qualifications are comparable to other training organisations, whilst maintaining the integrity of regulated qualifications.

2 Procedures review

- 2.1 Our procedure is reviewed on an annual basis.
- 2.2 This procedure will also be reviewed as required due to feedback from stakeholders or in line with changes in legislation or best practice.
- 2.3 The next review date for this policy is Jan 2024.

3 Procedure audience

- 3.1 This procedure is intended for Evolution Safety Solutions centre staff. Centre staff undertaking and moderating Evolution Safety Solutions assessment should be made aware of these procedures.

4 Scope

- 4.1 This procedure covers how Evolution Safety Solutions should administer and undertake assessments.
- 4.2 The procedure includes:
 - Downloading, transporting and storing of assessment materials.
 - Undertaking multiple choice assessment papers.
 - Undertaking practical assessments.

5 Policy availability

- 5.1 The exam and assessment procedures are available to all direct employees via our compliance manual.
- 5.2 The exam and assessment procedures are available upon request from Evolution Safety Solutions.

6 Downloading assessment materials

- 6.1 The exams officer for Evolution Safety Solutions is responsible for downloading assessment paperwork.
- 6.2 Assessment materials should be downloaded in a secure area.
- 6.3 Once downloaded, assessment materials should be placed in a sealed, windowless envelope.
- 6.4 Assessment materials should then be stored as outlined in section 8.

7 Sending assessment materials to delivery staff

- 7.1 Where assessment materials need to be sent to a trainer this should be done using a secure postal or courier service.
- 7.2 Trainers should inform their exams officer immediately if assessment papers do not arrive, are damaged or there appears to have been a security breach.
- 7.3 Where assessment materials have not arrived or have been damaged etc the exams officer should report this immediately to Evolution Safety Solutions.

8 Storage of assessment materials

- 8.1 Assessment materials should be securely stored at all times. Where a safe is not available a non- portable lockable filing cabinet should be used.

- 8.2 Downloadable materials should not be stored on a computer hard-drive or similar device.
- 8.3 During transportation, assessment materials should be transported using a secure postal or courier service. If staff are transporting documents, the materials should be transported in a case with a suitable lock.

9 The assessment room

- 9.1 Rooms used for assessments should provide adequate light, heat and ventilation and comply with the appropriate health and safety legislation.
- 9.2 Rooms should be as quiet as possible, where appropriate, a sign should be placed on the outside of the door to ensure others are aware that assessments are taking place.
- 9.3 Only the following should be allowed to enter assessment rooms:
- Learners being assessed at the time,
 - Assessors,
 - Invigilators,
 - Verifiers; both internal and external,
 - Representatives from the regulatory authorities.
- 9.4 There should be a display identifying the centre name, centre number, assessment date and start and finish times of the appropriate assessments. This should be visible to all learners.
- 9.5 For timed assessments, a working clock should be on display and visible to all learners.
- 9.6 Any materials, displays or content that could assist learners whilst being assessed should be removed or covered.

10 Seating arrangements

- 10.1 Whilst undertaking paper-based assessments learners should be provided with suitable seating and, where possible, a desk.
- 10.2 Learners should be seated at least 1.25 m away for other learners, and, at a suitable distance in order for them not to be able to overlook each other's work.
- 10.3 All learners should, where possible be seated so that they are facing in the same direction.

11 Identification checks

- 11.1 The head of centre is responsible for ensuring that the centre has suitable procedures in place to identify those undertaking assessments. These checks should be recorded and maintained for 3 years.
- 11.2 I.D checks should be undertaken prior to assessments. Ideally the attendance register will be taken once I.D checks have been taken.
- 11.3 The I.D should be photographic and be:
- Original,
 - Valid and,
 - Officially issued; i.e. Driving license or passport.
- 11.4 Where it is impossible for a member of staff to identify a learner due to the wearing of a veil or similar religious garment, a female member of staff should take the learner to a private room and ask that the garment be removed for the purpose of identification.

12 Multiple choice question papers

- 12.1 The assessment room should be set up as described in sections 9 and 10.
- 12.2 Learners should have a black pen. No electronic devices are allowed on desks or within reach of learners.
- 12.3 Dictionaries are not allowed except for bi-lingual dictionaries.

- 12.4 Once learners are all seated, the trainer/assessor should inform learners that they are now subject to exam conditions. There should be no communication between learners.
- 12.5 The trainer can open the assessment package and issue assessment papers and answer sheets.
- 12.6 Learners should ensure the correct answer sheet has been issued and that this matches the question paper issued.
- 12.7 Once learners have completed their papers, they should hand these into the trainer/ assessor. The trainer should check that the correct details; such as names and assessment dates, have been entered.
- 12.8 Once learners have left the assessment room, they cannot re-enter until all papers have been completed and handed in.
- 12.9 The trainer/assessor should ensure that they collect all assessment papers. These should be securely stored.

13 Marking Multiple choice answer sheets

- 13.1 It is preferable that papers are marked by someone other than the trainer.
- 13.2 A marking guide has been provided to enable other centre staff to undertake the marking of exam papers.
- 13.3 The marking guide provides a minimum mark that learners should achieve in order to pass that assessment task.
- 13.4 Where trainers are marking papers, the process should be subject to regular internal verification.

14 Observation assessments

- 14.1 Observation assessments can be undertaken by trainers, however independent assessors are equally acceptable.
- 14.2 Where trainers are undertaking practical assessments these should be subject to regular internal verification.
- 14.3 Prior to undertaking assessments learners should be informed that they are about to be assessed.
- 14.4 Learners should not be given any prompts during the assessment that may unduly assist them.
- 14.5 Formative assessments cannot count towards summative assessment decisions.
- 14.6 Assessments should be recorded on the appropriate assessment records.

15 Recording assessment decisions

- 15.1 Decisions related to the outcome of an assessment should be recorded on cohort registration forms.
- 15.2 Assessment decisions should be supported by auditable assessment paperwork.
- 15.3 Assessment paperwork should be securely returned to the exams officer at the centre.
- 15.4 The exams officer should register learners online for their units and qualifications as appropriate.
- 15.5 Assessment paperwork should be stored for a minimum of 3 years.