



MAVCO SERVICES LTD

EXAMINATION POLICY

VERSION 0.2 AS OF 06/03/2

Instructions to Learners

Mavco Services Ltd Trainers will make clear to all learners well in advance of the examination that they should notify the Centre should they require reasonable adjustments and/or special consideration. All learners will receive joining instructions informing them of their requirements for the course including to bring identification to the examination for checking by the invigilator. This instruction should be given ahead of examination when the learner registers and/or with any pre-course materials. Changes in Venue, Time or Date of the Examination

Any changes to the venue, time or date of the examination will be notified to the Awarding body and learners at least five working days before the examination was originally due to take place.

Learner Identification

It is the responsibility of Mavco Services Ltd to have a system in place to ensure that the person taking the examination is indeed the person they claim to be. All Trainers, Invigilators are therefore required to ensure that each learner's identification is checked before they are allowed to sit the examination and write the type of identification provided by each learner on the Learner List under "Identification provided". Types of recommend proof of a Learners Identity:

- valid passport (any nationality);
- signed UK photo card driving licence;
- valid warrant card issued by HM Forces, Police

Other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card. In the event that a learner is unable to produce any of the forms of identification listed in above, an invigilator may accept another form of identity containing a signature, for example a credit card. The invigilator must, however, be satisfied that the signature on the identity matches the learner's own signature on the learner list. If a learner is unable to supply any of the above then verification of a learner's identity by a third-party representative, such as a Line Manager, Human Resources Manager or invigilator, will be accepted. This situation may apply, for example, when all learners are employees of the Centre or company conducting the examination, or when all learners are either enrolled learners at a Further Education establishment or Centre.



MAVCO SERVICES LTD

EXAMINATION POLICY

VERSION 0.2 AS OF 06/03/2

Any Nominated Tutor and Invigilator who has any reason to suspect that a person attempting to take an examination is not the person they are claiming to be must not allow that person to take the examination. All occurrences of a situation as described in above must be reported to The Centre Manager immediately who will then inform the Awarding body.

Examination Materials

At the beginning of the examination, the invigilator must check they are in receipt of the following materials:

- Examination question papers
- Examination Learner List and Declaration (Functional Skills); additional sheets of paper

Invigilators

The invigilator must not be related to learners. Mavco Services Ltd responsibility to ensure that the invigilator is suitable to invigilate examinations.

Prior to the Examination

Prior to the examination, Invigilators should:

- Inspect the examination room to ensure that the accommodation is suitable and the seating is arranged in such a way to avoid malpractice;
- ensure that there is an 'Exam in Progress' sign visible on any entry door to the examination room;
- ensure that all learning aids (such as wall posters) that may assist learners with the examination are covered or removed;
- verify that all learners are present;
- check the front of the sealed security bag to ensure that the correct examination materials have been sent;



MAVCO SERVICES LTD

EXAMINATION POLICY

VERSION 0.2 AS OF 06/03/2

- identify any individuals for whom special arrangements have been approved by Mavco Services Ltd
- familiarise themselves with the Examination and Invigilation regulations;
- explain evacuation arrangements to learners, in the event of an emergency; be confident that all the individuals attempting to take the examination are who they say they are
- ensure all learners add their details to the Learner List.

Starting the Examination

Prior to the examination, Invigilators are required to:

- arrive at the examination location in good time;
- inform the learners of the correct Centre and Tutor Number;
- inform the learners of the start and finishing time of the examination, referring to a clock that should be visible to all learners;
- ensure that all learners are positioned sufficiently apart to avoid the risk of malpractice;
- inform learners that they are not permitted to refer to any materials other than a standard dictionary.
- Invigilators should check that only authorised materials are on the learner's desks
- inform learners that multimedia devices, such as mobile phones and tablets, need to be turned off and not placed on the examination desk;
- inform all learners that they should read all instructions on the examination paper before answering the questions;
- inform all learners that they are forbidden from communicating with other learners during the examination and that the Invigilator is not permitted to provide any further explanation or guidance on examination questions;
- once the learners are settled, ensure that the learners open the sealed security bag and check that they have the correct examination paper, noting the title of the examination and paper number.



MAVCO SERVICES LTD

EXAMINATION POLICY

VERSION 0.2 AS OF 06/03/2

- Prior to the examination starting, the Invigilator should ensure that all learners complete the following information on their Examination Answer Sheets:
 - o the learner's full name;
 - o the Approved Centre number;
 - o the Tutor number of the person who delivered the security;
 - o the examination date;
 - o whether the examination is a resit;
 - o the examination start time.

During the Examination

The invigilator must supervise the learners at all times throughout the examination. Absolute silence must be maintained throughout the examination. Learners who arrive after the starting time for an examination will lose their right to that specific exam and would need to reschedule for an alternative date. If the learners need to leave for any reason they will not be permitted to re-enter the examination room and would need to reschedule that exam for a later date. Any learners wishing to leave the examination room early must hand in their examination paper and must not be readmitted to the room under any circumstances. In the event that an Invigilator observes or suspects a learner of cheating that learner should be asked to stop. Should the action be considered serious enough, a learner's examination paper should be collected and the learner asked to leave the examination room. In this latter scenario the Invigilator must submit a written report to the Centre Manager who will notify The Awarding Body of the incident. For further guidance on Parallel procedures for dealing with malpractice, please refer to the Maladministration and Malpractice Policy. Invigilators are expected to remind the learners of the time remaining approximately 15 minutes before the end of the examination.

Emergencies

In the event of an emergency, the Invigilator should evacuate the examination venue in accordance with venue procedures. All examination papers should be left on the learners' desks. If an Invigilator is satisfied that the integrity of the examination has not been compromised, the examination can be resumed for the remaining allocated time. The Invigilator must submit a full report of the incident to the Centre Manager who will report this to the Awarding Body.



MAVCO SERVICES LTD

EXAMINATION POLICY

VERSION 0.2 AS OF 06/03/2

The End of the Examination

After the examination has finished, the Invigilator should ask all learners to note the examination finish time on their examination paper and sign the document in the bottom right-hand corner. The Invigilator should check to ensure that the number of completed examination papers matches the number of learners. She/he should also check to ensure that the learners have correctly entered their details onto the examination front sheet. The Invigilator should also check to ensure that she/he signs the declaration for the examination and any approval forms for learners who have special arrangements in place. Details of any extenuating circumstances should also be recorded. The Invigilator should check the dates of birth entered for all candidates.

After the Examination

The invigilator must place the examination papers and other materials referred to in the security bag and seal this whilst in the examination room in front of a witness. On no occasion should the invigilator leave the examination room without the examination papers being sealed in the security bag. Under no circumstances should the examination papers be taken out of the venue in an unsealed bag. It is NOT permitted to copy any part of the examination question paper. Unused examination papers must be returned to the Training Manager.

Results and Certificates

Parallel Security will be notified of results upon completion of marking and moderation by the Awarding body. Certificates will be processed in accordance with the Awarding body.

Replacement Certificates

On request learners may obtain replacement certificates that can be obtained following the Awarding bodies policy.

Retakes

Any learner who fails an examination can retake as many times as they like.

Appeals Against Results

Any learner wishing to appeal against an examination result can do so by invoking the Appeals

Position: **Director**

Date: 12/03/2023

Signed: **Cade Larkan**