



# **External Assessment Policy and Procedure**

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**External Assessment Policy and Procedure**

**1.0 Purpose**

- 1.1 To provide guidance on the management of external assessment of qualifications to meet the requirements of the awarding body.

**2.0 Policy Statement**

- 2.1 West Lothian College will comply with the quality criteria and procedures specified by awarding bodies for the management of external assessment.

**3.0 Responsibilities**

- 3.1 The Assistant Principal Curriculum and Planning is responsible for the management of this policy.
- 3.2 The Head of Service: Quality and Learner Services is responsible for the management of awarding body procedures for external examinations.
- 3.3 The MIS Team is responsible for the operation and implementation of awarding body procedures for external examinations.
- 3.4 The MIS Team is responsible for communicating awarding body information, timetables and entry deadlines to Centre Managers and learners.
- 3.5 Centre Managers are responsible for ensuring that learners are informed of timetables and entry deadlines.
- 3.6 Centre Managers, through action or delegation, are responsible for ensuring that the course delivery schedule is informed by the external assessment timetable.
- 3.7 Centre Managers, through action or delegation, are responsible for providing the MIS Team with accurate entry details and, where applicable, estimates to meet awarding body deadlines.

## **4.0 Procedure**

- 4.1 Centre Managers will liaise with the MIS Team to coordinate the issue and completion of documentation for candidate entry to meet the awarding body timescales.
- 4.2 Centre Managers, through action or delegation, will ensure that all candidates are enrolled to undertake the appropriate examination or external element of the course.
- 4.3 Where appropriate, assessors will organise and conduct a preliminary examination following awarding body 'prelim' requirements to provide evidence for any appeal that may be made.
- 4.4 Where appropriate, verifiers will submit to the MIS Team, within the awarding body deadlines, an estimate of the grade which individual candidates are expected to achieve in the external assessment/examination.
- 4.5 The MIS Team will forward accurate entries and, where applicable, estimates to meet the awarding body deadlines.
- 4.6 The MIS Team will make arrangements for invigilation, appropriate accommodation and the secure storage of examination papers and materials.
- 4.7 The MIS Team will package completed scripts and related documentation and forward these to the awarding body.
- 4.8 The MIS Team will liaise with Centre Managers, and subject lecturers to process any appeals.
- 4.9 The MIS Team will make assessment arrangements for learners with particular needs.

## **5.0 External Assessment Appeals**

The college on behalf of the learner may make appeals against external assessment decisions. The MIS Team and Centre Manager will gather and submit within awarding body deadlines the evidence required to support the claim.

## **6.0 Evaluation and Review**

Next scheduled review date: October 2018.