



External Assessment Policy and Procedure

Responsibility for this policy: Head of Student Experience and Improvement

Date: March 2018

Review Date: April 2026

Equality Impact Assessment Date: April 2023

History of Changes

Version	Description of Change	Authorised by	Date
1.1	Statement of Inclusiveness added	S Fraser	1-4-2021
1.2	EIA template updated	B Brownlee	12-4-2023

West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Please see end of this document for EIA.

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 Vice Principal Learning and Attainment is responsible for the management of this policy.
- 3.2 The Head of Student Experience and Improvement is responsible for the management of awarding body procedures for external examinations.
- 3.3 The Information Systems Team is responsible for the operation and implementation of awarding body procedures for external examinations.
- 3.4 The Information Systems Team is responsible for communicating awarding body information, timetables and entry deadlines to Faculty Directors, Learning and Skills Managers and learners.
- 3.5 Learning and Skills Managers are responsible for ensuring that learners are informed of timetables and entry deadlines.
- 3.6 Faculty Directors, through action or delegation, are responsible for ensuring that the course delivery schedule is informed by the external assessment timetable.
- 3.7 Faculty Directors, through action or delegation, are responsible for providing the Information Systems Team with accurate entry details and, where applicable, estimates to meet awarding body deadlines.

4.0 Procedure

- 4.1 Learning and Skills Managers will liaise with the Information Systems Team to coordinate the issue and completion of documentation for candidate entry to meet the awarding body timescales.

- 4.2 Faculty Directors, 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, assessors will submit to the Information Systems 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 Information Systems Team will forward accurate entries and, where applicable, estimates to meet the awarding body deadlines.
- 4.6 The Information Systems Team will make arrangements for invigilation, appropriate accommodation and the secure storage of examination papers and materials.
- 4.7 The Information Systems Team will package completed scripts and related documentation and forward these to the awarding body.
- 4.8 The Information Systems Team will liaise with Faculty Directors, Learning and Skills Managers, subject lecturers and the SQA Co-Ordinator to process any appeals.
- 4.9 The Information Systems 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 Information Systems Team, SQA Co-ordinator and Faculty Director will gather and submit within awarding body deadlines the evidence required to support the claim.

6.0 Evaluation and Review

Next scheduled review date: April 2026

Equality Impact Assessment

Before carrying out an EIA, you should familiarise yourself with the College's EIA Policy Statement and Guidance, along with further information and resources which are available on iShare.

EIA covers **strategies, policies, procedures, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services**, but will be referred to hereinafter as 'policy/practice'.

Policy/Practice (name or brief description):	External Assessment Policy and Procedure
Strategy/Policy includes Equalities Statement of Inclusiveness? Yes	<p>Text to be included in strategy/policy:</p> <p>Statement of Inclusiveness</p> <p>West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
Reason for Equality Impact Assessment (choose from the following options):	
<ul style="list-style-type: none"> • Proposed new policy/practice • Proposed change to an existing policy/practice • Undertaking a review of an existing policy/practice • Other (please give detail): 	Undertaking a review of an existing policy/practice

Person responsible for the policy area or practice:	
Name:	Beth Brownlee
Job title:	Head of Student Experience and Improvement
An Equality Impact Assessment must be carried out if the policy/practice:	
<ul style="list-style-type: none"> • affects operational or strategic functions of the College • is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance) 	
Why the EIA is being carried out	Scheduled review
Equality Groups	
Relevant to the Policy/Practice, identify which of the undernoted equality groups are impacted upon:	
<ul style="list-style-type: none"> • Age • Disability • race (including ethnicity and nationality) • religion or belief • sex • sexual orientation • gender reassignment • pregnancy and maternity • marriage or civil partnership 	None

Record your assessment against the following statements:

Statement	Equality assessment
Detail the evidence of the needs of the identified equality groups and any gaps in information	The policy directs lecturers/assessors and support services towards ensuring that all groups are supported equally well in registering and resulting in a timely manner

Will application of this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups?	This policy has no adverse impact on the above groups and applies equally to all students
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	
State how this policy/practice will foster good relations:	All groups will benefit from a smooth and seamless process from registration to certification
Will the policy/practice create any barriers for any other groups?	No
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	
Which equality groups or communities have been consulted in the development and review of this policy/practice?	None

Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):

Option 1: No change required – the assessment is that the policy/practice is/will be robust.

Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.

Option 3: Continue the policy or practice despite the potential for adverse impact, and which can be mitigated

No change required – the assessment is that the policy/practice is robust

<p>Option 4: Stop the policy or practice as there are adverse effects cannot be prevented/mitigated against.</p>	
<p>Monitoring</p>	
<p>When will the policy/practice next be reviewed?</p>	<p>April 2026</p>
<p>Publication of EIA</p>	
<p>Can this EIA be published in full, now? Please state Yes or No</p> <p>If No – please specify when it may be published or indicate restrictions that apply:</p>	<p>Yes</p>
<p>Sign-off</p>	
<p>EIA undertaken by</p> <p>Name:</p> <p>Date:</p> <p>Accepted by person responsible for the policy/practice named above:</p> <p>Name:</p> <p>Date:</p> <p>Approved by Equalities Committee</p> <p>Date:</p>	<p>Shelagh Fraser 12-4-23</p> <p>Beth Brownlee 12-4-23</p>

Retain a copy of this form for your own records and send a copy to lbyrne@west-lothian.ac.uk