

Exam, Controlled Assessment and Portfolio-based Accreditation Policy	
Person Responsible:	Deputy Principal RP
Date of Policy:	October 2025
Next review date:	October 2028
Rationale	
To identify the roles and responsibilities, the legal duties and day to day processes to support student to demonstrate progress within examinations and accreditation.	
Aims	
<ul style="list-style-type: none"> To ensure the planning and management of exams, controlled assessments and portfolio-based accreditation at Great Oaks College is conducted efficiently and in the best interest of candidates. To ensure the operation of an efficient exam system with clear guidelines for all relevant staff. 	
Objectives	
<p><u>Responsibilities</u></p> <p>It is the responsibility of everyone involved in the college's exam processes to read, understand and implement this policy.</p> <p>This policy will be reviewed and approved by the Board of Trustees every three years.</p> <p><u>The Exams Officer is responsible for:</u></p> <ul style="list-style-type: none"> Administrative tasks related to all accreditation offered within the college Advising the Senior Leadership Team and class teachers of any changes to annual exam timetables and application procedures as set by the various awarding bodies. Providing detailed data on entries and awards. Receiving, checking and storing securely all exam papers and completed scripts. Administering access arrangements and making applications for reasonable adjustments and special consideration. Submitting candidates' marks, portfolios of evidence and any other material required by the appropriate awarding bodies, correctly and on schedule. Identifying and managing exam timetable clashes. Arranging for dissemination of exam results and certificates to candidates. Forwarding, in consultation with the SLT, any appeals/re-mark requests. Maintaining systems and processes to support the timely entry of candidates for their exams. <p>Ruth Price is the Exams Officer.</p> <p><u>Teachers are responsible for:</u></p>	

- Notifying the SLT and Exams Officer of special arrangement requirements (as soon as possible after the start of the course).
- Ensuring that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Collecting exam papers and other material from the Exams Officer before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return for safe storage in the designated / locked storage area.

Heads of Pathway are responsible for:

- Maintaining a comprehensive understanding of the qualifications/accreditation offered and ensuring that teachers are supported to fulfil their role by delivering these as part of the course curriculum.
- Under the guidance of the Exams Officer, liaising with teaching staff to ensure that necessary evidence and paperwork required for portfolio-based assessment is completed on time and in accordance with the awarding body guidelines.
- Overseeing the production and distribution to staff and candidates of an annual timetable for all exams in which candidates will be involved and communicating regularly with staff concerning imminent deadlines and events.

Candidates are responsible for:

- Attending the exam or controlled assessment on time.
- Completing portfolio evidence on time.

Qualifications:

Qualifications offered are as follows:

NOCN Exam and Controlled Assessment Based Qualifications

Functional Skills Qualification in English Entry Level 1 Qualification No: 603/5270/X
 Functional Skills Qualification in English Entry Level 2 Qualification No: 603/5268/1
 Functional Skills Qualification in English Entry Level 3 Qualification No: 603/5272/3
 Functional Skills Qualification in Mathematics Entry 1 Qualification No: 603/5273/5
 Functional Skills Qualification in Mathematics Entry 2 Qualification No: 603/5271/1
 Functional Skills Qualification in Mathematics Entry 3 Qualification No: 603/5265/6

NOCN Portfolio-Based Qualifications

Entry Level Award in Mathematics Skills (Entry 1) Qualification No: 603/5675/3
 Entry Level Award in Mathematics Skills (Entry 2) Qualification No: 603/5676/5
 Entry Level Award in Mathematics Skills (Entry 3) Qualification No: 603/5678/9
 Entry Level Award in English Skills (Entry 1) Qualification No: 603/5665/0
 Entry Level Award in English Skills (Entry 2) Qualification No: 603/5666/2
 Entry Level Award in English Skills (Entry 3) Qualification No: 603/5667/4
 Entry Level Certificate in Using Employability Skills (Entry 1) Qualification No: 600/6896/6
 Entry Level Certificate in Using Employability Skills (Entry 2) Qualification No: 600/6899/1
 Entry Level Certificate in Using Employability Skills (Entry 3) Qualification No: 600/6901/6

OCR Portfolio-Based Qualifications

Entry Level Award in Life and Living Skills (Entry 1) Qualification No: 10161
Entry Level Award in Life and Living Skills (Entry 2) Qualification No: 10166
Entry Level Award in Life and Living Skills (Entry 3) Qualification No: 10170
Entry Level Extended Award in Life and Living Skills (Entry 1) Qualification No: 10162
Entry Level Certificate in Life and Living Skills (Entry 1) Qualification No: 10163
Entry Level Certificate in Life and Living Skills (Entry 2) Qualification No: 10167
Entry Level Certificate in Life and Living Skills (Entry 3) Qualification No: 10171
Entry Level Extended Certificate in Life and Living Skills (Entry 1) Qualification No: 10181
Entry Level Extended Certificate in Life and Living Skills (Entry 2) Qualification No: 10182
Entry Level Extended Certificate in Life and Living Skills (Entry 3) Qualification No: 10183

Decisions about the type and level of qualification a student will be entered for will be made by the subject teacher in liaison with their Deputy Principal.

Exam series and exam timetables

Exams and controlled assessments are usually scheduled during a designated week in the Summer Term. The Exams Officer will create the exam timetable in collaboration with SLT.

Contingency plans

If a student needs to leave the room for a toilet break, they can go and return with a member of support staff to accompany them.

If a student is ill and has to stop the assessment, they can return to it once they are recovered and their finish time will be amended accordingly.

In case of the exam being interrupted by a fire alarm the teacher will instruct students to leave the room without taking anything with them as per the evacuation procedure. On return to the classroom the teacher will enter first and supervise students to sit down and wait until instructed to continue. The finish time will be amended accordingly.

If necessary, exams or controlled assessments can be revisited at a later time as per the NOCN guidelines.

Candidate conduct

The rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. These will be notified to candidates.

Candidates may only leave the room for a genuine purpose and are required to return immediately to the room. They must be accompanied by a member of staff at all times. See contingency plan.

Access arrangements

Individual requirements for access arrangements will be determined by the subject teacher in liaison with their Deputy Principal on a case-by-case basis. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer. Invigilation and support for access arrangement candidates will be organised by the subject teacher in liaison with their Deputy Principal.

Managing Invigilators

The Exams Officer and SLT are responsible for the organising the invigilation of exams / controlled assessments. Teachers and support staff are used to invigilate examinations and controlled assessments. The teacher who prepared the students for the exam or controlled assessment will not be permitted to invigilate. Invigilators are timetabled by the Exams Officer. It is the responsibility of the Exams Officer to ensure all Invigilators have read the Invigilator Handbook and understand their role. See below.

[https://www.nocn.org.uk/Data/Support_Downloads/NOCNInvigilatorHandbook\(V1.0202003\).pdf](https://www.nocn.org.uk/Data/Support_Downloads/NOCNInvigilatorHandbook(V1.0202003).pdf)

The subject teacher is permitted to take the role of the communication partner during the assessment for the Speaking and Listening component of NOCN Functional Skills qualifications; however, the assessment must either be attended by the IQA or filmed by a separate invigilator.

Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or be otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre to that effect. The exams and controlled assessments taken at Great Oaks College can be revisited/rescheduled for a later time in line with NOCN guidance.

Marking

Exams and controlled assessments will be marked by the subject teacher or by another assessor known to the awarding body.

Portfolio-based accreditation:

The class teacher or subject teacher will usually act as the assessor for portfolio-based accreditation. Evidence of progress against assessment criteria will be collected on SOLAR, the college's progress tracking tool. Evidence will be collated by the class teacher and submitted to the awarding body as instructed by the exams officer in liaison with SLT.

Malpractice

Malpractice, as defined by OCR, 'is any act or practice which breaches regulations. It can have the potential to compromise the assessment or examination, the integrity of [a] qualification, the validity of a result/certificate or damage the reputation or credibility of an awarding body or centre. Maladministration, the failure to comply with regulations, is also considered malpractice.' OCR Website (2022)

Examples of malpractice fall into three categories:

- **Centre staff malpractice**, for example the provision of improper assistance to learners (e.g. permitting the use of a reasonable adjustment over and above the extent permitted by the Awarding Organisation's policy, prompting learners in assessments by means of signs or verbal or written prompts).
- **Centre malpractice**, for example insecure storage of assessment instruments and marking guidance, deliberate falsification of records to claim certificates.
- **Learner malpractice**, for example plagiarism or copying from another learner

The college has the below in place to reduce the risk of malpractice, maladministration or plagiarism occurring and to ensure that any possible occurrences can be identified and duly reported by all relevant staff and learners.

- Training session for invigilators
- Adherence to NOCN Invigilator Handbook for exams and controlled assessments
- Common practice of recording evidence of students meeting the assessment criteria for portfolio-based accreditation alongside taking photographs.
- IQA meeting with learners during which expectations for learners and staff are made clear
- Student friendly posters which let them know what support they can expect from staff during exams and controlled assessments
- Sharing of awarding body malpractice policies and procedures with relevant staff/students where appropriate

Suspected learner or centre staff malpractice must be reported to the Exams Officer and/or a member of SLT, who have a responsibility to inform the awarding body. Suspected centre malpractice should be reported to the Principal. Staff and learners also have the right to report suspected malpractice and can also be reported directly to the awarding body. All allegations of malpractice will be investigated in line with the awarding body's policies and procedures (see below).

NOCN

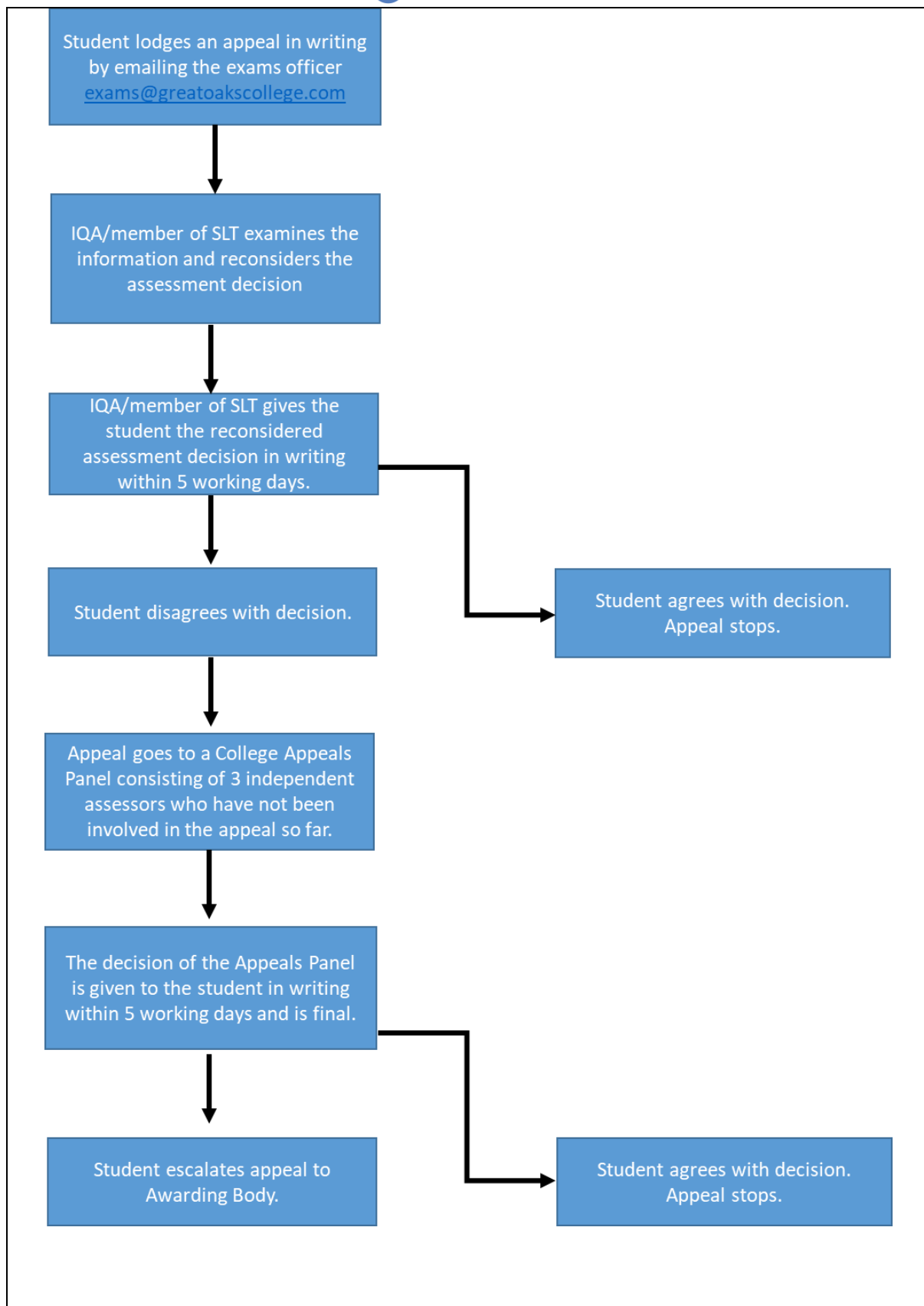
[https://www.nocn.org.uk/Data/Support_Downloads/NOCNQualityAssuranceManual\(V7.2202204\).pdf?date=21/07/2022%2011:28:45](https://www.nocn.org.uk/Data/Support_Downloads/NOCNQualityAssuranceManual(V7.2202204).pdf?date=21/07/2022%2011:28:45)

OCR

<https://www.ocr.org.uk/administration/other-vocational-qualifications/assessment/malpractice/>

Appeals

The candidate has the right to appeal an assessment decision using the appeals process below.



If the Learner is dissatisfied with the outcome of this appeals process, they may then make an appeal to the awarding body directly and this must be done within 10 working days of the receipt of the outcome of the Centre Appeal.

NOCN appeals guidance:

https://www.nocn.org.uk/Data/Support_Downloads/NOCNEnquiriesandAppealsPolicy.pdf?date=04/04/2019%2009:10:05

OCR appeals guidance:

<https://ocr.org.uk/Images/15894-ocr-appeals-processes-in-vocational-qualifications-a-guide-for-centres.pdf>

Conflict of interest

Anyone with a conflict of interest who is involved in administering, teaching or invigilation must declare this to the Exams Officer and SLT who will follow the necessary guidance from the awarding body. Assessors with a conflict of interest should not be involved with the assessment of portfolio-based awards for that candidate. The Exams Officer is responsible for ensuring this is adhered to. See below.

NOCN

[https://www.nocn.org.uk/Data/Support_Downloads/EPAConflictsofInterest\(1\).pdf?date=11/04/2021%2009:45:21](https://www.nocn.org.uk/Data/Support_Downloads/EPAConflictsofInterest(1).pdf?date=11/04/2021%2009:45:21)

OCR

<https://www.ocr.org.uk/Images/392309-conflict-of-interest-guidance.pdf>

Internal Quality Assurance

The IQA for Great Oaks College is Cherry Parker.
See IQA policy.

External Quality Assurance

The allocated EQA for Great Oaks College is David Seabrook.
EQA visits may take place remotely or in person.


It is the duty of the relevant Deputy Principal to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will keep a record of each despatch, including the recipient details and the date and time sent.

Results

Candidates will receive individual results in person at college.

Certificates

Certificates are presented in person. The students are presented with a copy of the certificate when it arrives in college. They will receive their original certificates in their Progress File on leaving college. Where certificates are delayed, they will be posted to the candidate's home address.

<u>Approved by Board of Trustees</u>	
<u>Print Name</u>	Killian O'Sullivan
<u>Sign</u>	- 
<u>Date Agreed</u>	14th October 2025