**Exam Booking Procedure C&G**

**Minimum of 3 Weeks Prior to booking exams. This is down to the allocated AO window for ordering exams.**

Fully completed Exam Booking forms for all exams/tests/assessments/assignments to be emailed to relevant IQA, a minimum of 3 weeks prior to date requested. This includes SLC assessments.

The Room Booking form is found in Teams. It is the Tutor’s responsibility to ensure a suitable room is booked. If Online exams are being booked, laptops must also be booked out. This is also on the same worksheet as the room booking.

If an external venue is required, this must be booked by the Tutor.

The exam booking form can be found in 2022-2023 Model documents [here](file:///\\bradford.gov.uk\datavault\cyp\ES\EES%20Team\Skills%20For%20Work\Year%202022-2023\Model%20Documents%2022-23\2022-2023%20-%20Exam%20Booking%20Form%20-%20All%20Classes%20-%20Master.xlsx)

Please ensure that prior to submitting the booking form, it is completed in full, ensuring that the name of the learners is their birth/registered name. Any incomplete booking forms will be returned to tutor. This will be reflected in the register and reasons for return noted in the IQA notes section. The 3 week rule will start from the re-submission date.

**Registration Numbers:**

Please check on Evolutive for FLASS/CLASS learners

For Apprentices their registration numbers are on both Get to Gateway and the IQA Tracker

IQA’s to send an email to tutors to confirm that the exam booking forms have been processed and exams have been ordered. Tutors must confirm via email that they have checked the information and that all is correct. Any anomalies must be advised immediately. This will ensure that all exam booking forms have been processed for the correct day, time and correct exam.

The exam booking tracker is [here](file:///\\bradford.gov.uk\datavault\cyp\ES\EES%20Team\Skills%20For%20Work\Year%202022-2023\Exams\2022-2023%20Exam%20Registration%20&%20Booking%20Form.xlsx)

IQA to record on their outlook calendar to check the confirmation email from tutor has been received. If not received, IQA to inform Line Manager of non-compliance.

Note : All SLC recordings needs to be uploaded to the exam shared drive [here](file:///\\bradford.gov.uk\datavault\CYP\ES\EES%20Team\Skills%20For%20Work\Year%202022-2023\Exams\SLC%20recordings%202022-2023) (SLC recordings 2022-2023), in the individual tutors named folders on the day of the assessment. This is to prevent any being lost, misplaced or accidently deleted.

**Two Weeks Before**

IQA will inform EQA of any SLC taking place.

**One Week Before**

IQA will print off internal printed exams/ assessments and secure at SPH in the exam cupboard in the safe.

Tutors to ensure candidates know dates, times and what to bring with them.

Online Exams – Invigilators to ensure they have received the Pin & Keycodes for exams. (NOT EPA tests)

**One day Before**

EPA Invigilators to ensure they have received Pin & Key codes for Knowledge test.

(only released day before assessment).

For online exams/tests/assessments, Tutors to check that booked Laptops are in working order.

**On the Day**

IQA will invigilate exams in SPH subject to availability (Thursdays). For any other days, Tutor must arrange suitable invigilator and SOS as per the exam booking form and book a room.

Exam signage MUST be displayed outside the room – before the candidates enter the room.

**Paper based Exams**

If a learner doesn’t attend on the day, their exam will be returned to the Awarding Organisation and the tutors will need to refer back to the beginning of the exam booking process to reorder.

**Online Exams**

Some online exams/assessments remain live for a fixed period of time, however this depend on the AO. Online exams/assessments will be advised on a case by case basis.

**Note:** On the day of the exam, Invigilators are to give Reception a register of all learners who are attending SPH for their exams.

**NB:** it is not Jack’s responsibility to check ID. This should be done by the Invigilator and/or another suitable SFW member of staff.

**After Exams**

Any Tutor marked tests/assessments/assignments will be kept in the safe and need to be marked in SPH. It is best practice to mark the exams on the day. Exams must not leave the building and must be signed in and out of the safe room. Tutors and IQA’s to co-ordinate the return of marked work to the safe.

If marking can’t take place on the day of the exam, a date & time must be agreed with IQA to ensure access to papers for marking. All internally marked tests/assessments/assignments (including SLC’s) should be marked and submitted for sampling within two weeks of the exam date.

Admin shouldn’t be asked to get exams out of the safe for marking.

All completed SLC paperwork is to be saved with the recordings and an email sent to the IQA to advise they are ready for sampling.

**On Completion of Internal Marking**

Once IQA’s have received the marked assessment/exams/tests/assignments, they must be sampled within two weeks of receipt, in line with the sampling strategy.

Once sampled, IQA’s will inform tutors, Line Managers and Admin staff.

Feedback will be recorded on an IQA sample record document and decisions made will be emailed to the Tutor & Line Manager, again within the two-week time frame. Feedback should be read, agreed, signed and returned to the IQA with any disagreements discussed and resolved.

Any disagreements not resolved will be passed to the ‘Head of Centre’ for an impartial resolution.

Internal claims will be processed for passed assessments. Actions will be set for failed assessments.

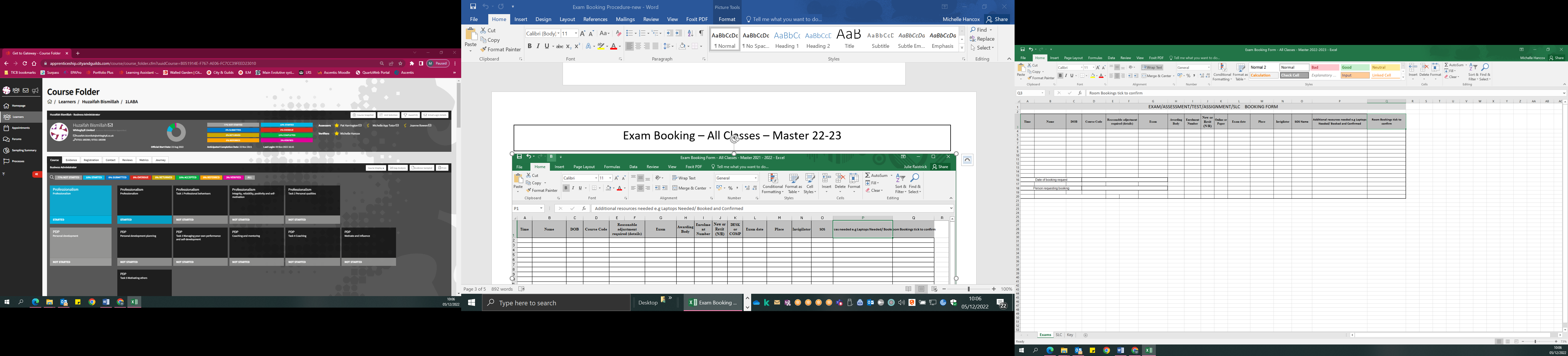


Externally marked exams will be sent to Awarding Organisation on the same day as they are sat, for marking. Results will be advised on Monday’s.

IQA’s will check results from Awarding Organisations each Monday.

IQA’s will email results/completed IV activities to admin, Tutors whose learners are affected and the Senior Management Team (JH, CA, MF).  Only one email is required, not individual emails to each Tutor.

If learners are beyond their planned end date and/or results are critical to their completion/progression, then additional checks may be required subject to agreement.  This does not include ad-hoc checks for results for learners who are on programme and on target.



**Exam Booking Form - All Classes - Master 2022-2023 can be found** [**here**](file:///N:\ES\EES%20Team\Skills%20For%20Work\Year%202022-2023\Model%20Documents%2022-23) **in Model Documents 22-23**

