

Loida British Ltd - Conduct of Assessment / Externally Set Assessment Policy

1. Purpose

The purpose of this policy is to outline the principles and procedures for the administration, conduct, and oversight of assessments, particularly externally set assessments, at Loida British Ltd. This policy ensures that all assessments are conducted fairly, consistently, and in compliance with awarding body regulations, safeguarding the integrity and validity of the assessment process.

2. Scope

This policy applies to:

- All staff members involved in the planning, administration, delivery, and supervision of assessments at Loida British Ltd.
- All candidates undertaking assessments, including externally set assessments, assignments, and examinations.
- All external agencies, awarding bodies, or examiners that provide assessment materials or services to Loida British Ltd.

3. Definitions

3.1 Externally Set Assessment

An assessment designed and issued by an external awarding body or organization, such as exams, practical tests, or assignments. The structure, content, and assessment criteria are determined by the awarding body.

3.2 Internal Assessments

Assessments developed and conducted by Loida British Ltd., aligned with external requirements, but controlled by internal staff for courses and qualifications.

3.3 Assessment Integrity

The principle of maintaining fairness, consistency, and reliability in the assessment process, ensuring the results accurately reflect candidates' knowledge and skills.

4. Roles and Responsibilities

4.1 Assessors

Assessors are responsible for ensuring that:

- Assessments are conducted according to the guidelines provided by the awarding body.
- Candidates are informed of assessment requirements, procedures, and schedules.
- All assessment materials are handled securely and confidentially.

4.2 Invigilators

Invigilators ensure the fair conduct of assessments by:

- Monitoring candidates during examinations to prevent malpractice or unfair advantage.
- Ensuring that the examination environment is suitable and free from disruption.
- Reporting any suspected breaches of assessment regulations to the Examination Officer.

4.3 Examination Officer

The Examination Officer is responsible for:

- Managing the secure storage and distribution of externally set assessments.
- Coordinating with external awarding bodies and ensuring compliance with their procedures.
- Recording and communicating results to the awarding body in a timely manner.

4.4 Candidates

Candidates are responsible for:

- Adhering to the rules and regulations governing assessments, as communicated by Loida British Ltd.
- Attending scheduled assessments on time and prepared with necessary materials.
- Refraining from any behaviour that could compromise the fairness or integrity of the assessment process.

5. Assessment Process

5.1 Planning and Scheduling

- All externally set assessments must be scheduled in line with the awarding body's timetable and deadlines.
- Loida British Ltd. will inform candidates of assessment dates, times, and venues well in advance to ensure adequate preparation.

- Candidates requiring reasonable adjustments or special considerations must submit requests according to the **Reasonable Adjustments and Special Consideration Policy**.

5.2 Secure Handling of Assessment Materials

- Externally set assessments must be stored securely to prevent unauthorized access or tampering.
- Assessment papers will only be released to candidates at the designated time and in accordance with the instructions provided by the awarding body.
- After completion, all assessment materials will be returned to the awarding body following its security and submission protocols.

6. Conduct of Candidates

Candidates are required to:

- Arrive on time for all scheduled assessments.
- Bring only approved materials and identification to the assessment venue.
- Follow all instructions given by invigilators and assessors.
- Refrain from any form of communication with other candidates during the assessment.
- Avoid plagiarism, collusion, or any other form of academic misconduct as outlined in the **Malpractice and Plagiarism Policy**.
- Immediately report any issues affecting their ability to complete the assessment (e.g., illness or technical difficulties).

7. Invigilation

7.1 Duties of Invigilators

- Invigilators must oversee the examination environment and ensure compliance with the rules set by the awarding body.
- Any suspicion of malpractice must be reported immediately to the Examination Officer.
- Invigilators should maintain a quiet and controlled environment to minimize distractions.

7.2 Candidate Identification

- Candidates must provide identification (e.g., student ID, passport, or any approved form of ID) before entering the assessment venue to verify their identity.
- Only registered candidates will be allowed to participate in the assessment.

7.3 Timekeeping

- Externally set assessments must start and finish on time. Any delays must be reported to the Examination Officer and may require notification to the awarding body.
- Candidates arriving late will only be admitted in accordance with the rules set by the awarding body, and no extra time will be allocated unless expressly permitted.

8. Academic Misconduct

8.1 Malpractice

- Malpractice includes, but is not limited to, cheating, plagiarism, falsification of results, collusion, use of unauthorized materials, and impersonation.
- All allegations of malpractice will be investigated following the **Malpractice, Maladministration, and Plagiarism Policy**.
- If malpractice is confirmed, the candidate may face disqualification or other penalties imposed by the awarding body.

8.2 Reporting Suspected Malpractice

- Any individual (staff or candidate) suspecting malpractice must report it to the Examination Officer immediately.
- Loida British Ltd. will investigate the allegations and notify the awarding body as required.

9. Post-Assessment Procedures

9.1 Marking and Moderation

- Assessments will be marked by authorized assessors in accordance with the criteria established by the awarding body.
- Moderation or external verification may be required for certain assessments, ensuring the results are consistent and aligned with national standards.

9.2 Results and Feedback

- Results will be communicated to candidates according to the timelines set by the awarding body.
- Loida British Ltd. will provide feedback where appropriate and assist candidates in understanding their performance.

9.3 Appeals

- Candidates have the right to appeal their assessment results in accordance with the **Appeals Policy** of the awarding body.

- Appeals must be submitted within the timeframe specified by the awarding body and supported by valid reasons.

10. Special Considerations and Reasonable Adjustments

Loida British Ltd. is committed to ensuring that candidates with disabilities or specific needs are not disadvantaged during assessments. The **Reasonable Adjustments and Special Consideration Policy** outlines the procedures for applying for adjustments, including additional time, alternative formats, or rest breaks. Special consideration may be given in cases where unforeseen circumstances affect a candidate's ability to complete the assessment as scheduled.

11. Breach of Policy

Any breach of this policy, including failure to adhere to the conduct required for assessments, may result in disciplinary action, which could include suspension or disqualification from the assessment process. Such breaches will be dealt with under Loida British Ltd.'s **Disciplinary Policy** and may also be reported to the awarding body for further action.

12. Review

This policy will be reviewed annually or in response to changes in regulations or procedures from awarding bodies, to ensure its continued relevance and effectiveness.

Date of Last Review: [Insert Date]

Next Review Date: [Insert Date]

13. Contact Information

For further information regarding this policy or to report an issue relating to the conduct of assessments, please contact:

Examination Officer

Loida British Ltd.

[Insert Address]

[Insert Email]

[Insert Phone Number]