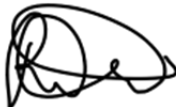




Multi Trades Training

Examination and Access Arrangements Policy

Review date: July 2024

Approved by	RK Jones	Position	Director
		Date	8 th June 2023

Document Control

Date	Review & Revision	By
08/06/23	No revisions	Quality Lead

Examination and Access Arrangements Policy

Scope

This is the Examination and Access Arrangements Policy for the Level 1 Award in Health and Safety within a Construction Environment via the **C-skills test route** at Multi Trades Training (MTT).

This policy will outline to all concerned parties, assessors, internal verifiers, and moderators, how MTT conducts assessment of the Level 1 Award in Health and Safety. The C-skills test platform route can be delivered at the office or on-site at the learner's workplace. This policy will outline the guidance on how to conduct the assessments and tests.

Sign up & IAG

All prospective learners undergo initial advice and guidance to ensure suitability and disclose any learning disadvantages. Any third party, i.e., companies booking for their own employees, they must complete the Learner Details form which includes a section for any learning difficulties.

Identification

MTT's approach to identification ensures the integrity of examination and assessment procedures and keeps Learners and staff safe and also contributes to MTT's:

- commitment to safeguarding in a relatively open educational setting
- meeting its Equality and Diversity commitments
- processes to ensure that correct application of funding for individuals
- procedures for recognising change of name
- assurity in the integrity of examination and assessment procedures

Prior to starting the learning all learners must present identification and have a photograph taken to prove ID. These should be kept in the 'Drop box Level 1 Awards Details' folder. Learners will be asked for formal Identification in the form of photo ID prior to registration. MTT will accept a minimum of 2 forms of ID prior to enrolment:

One from Group A

- A valid driving licence from any country
- A current valid passport from any country
- National Insurance Number
- A CSCS card

One from Group B

- Bank Statement
- Phone bill
- Utilities bill
- HMRC correspondence

MTT's recruitment practices involve detailed identity checks for all shortlisted learners before recruitment of new staff is confirmed. Staff found to be without their ID badge on more than one occasion will be asked to meet the Director to explain any mitigating circumstances. If there are none, they may be subject to disciplinary procedures.

Change of Name

It is the responsibility of the Learners and staff to ensure that there is consistency between their records and their form of ID.

MTT will comply with requests for changes, initially on production of formal documents (passport; drivers licence; marriage, civil partnership, divorce, dissolution certificate) prepared by a solicitor, Deed Poll or other documents approved by funding agencies. Where no formal documents are available, those records which are within our discretion (ID pass, registers) will be changed using "Also Known As". Students must complete a change of details form.

Integrity of Examination Procedures

All Learners or Candidates need to show their ID before entering an examination. Alternative photo ID can be shown in exceptional circumstances (e.g., for external candidates or Candidates who have forgotten their ID). The priority will be the smooth running of the exams. If a candidate has no form of ID with them prior to an exam, they will be asked to take the exam and then be required to report to the Director to check their ID on the system.

Learning/ internet access

All learners will be provided with a NOCN workbook. This is not for purposes for assessment unless it is not possible to get internet access at which point the workbook should be used as an assessment tool. All learners should complete this as the training progresses, learners can use the book as revision material but must not be taken into the exam.

It is expected that all learners completing the face-to-face training will complete the online exam in exam conditions.

Exams

All learners will use either the computer-based test or the paper-based test for upload by the Invigilator. The Invigilator must not be the person who trained them.)Therefore 2 members of staff should always be required when delivering this course).

The exam room should contain the following:

- Examination warning notice for candidate
- Centre Appeals Procedure
- Emergency/evacuation procedures, and,
- 'Examination in Progress' notices outside of the examination room.

For paper-based exams:

- A board/flipchart/whiteboard should be visible to all candidates showing

- the centre number
- subject / unit title and paper number
- starting and finishing times of each examination
- a reliable clock which is visible to each candidate in the examination room. (The clock must be big enough for all candidates to read clearly).

Access arrangements:

Where learners have a learning difficulty, then they will be allowed extra time or a reader depending on their level of need and in conjunction with the Access to Fair Assessment Policy.

The learner can only have access to this if the learner has needed this throughout their training and not just as part of an exam. Learners should identify this on sign up and when starting their workbooks.

Access arrangements are not allowed to be added after a learner has failed an exam unless agreed by the Directors under extenuating circumstances based on an IAG failure.

Computer based exams must adhere to the following rules:

Access to the test platforms must be controlled by the Centre Contact/Quality Assurance Contact and electronic passwords and user access only provided to authorised staff.

- Each workstation must be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of one screen to the next, unless the monitors are positioned back to back, separated by dividers or protected by privacy screens. Under certain circumstances 1.25 metres may prove to be an insufficient distance to prevent candidates seeing, intentionally or otherwise, the work of others. The principal objective is to ensure that no candidate's work can be overseen by others.
- Only one candidate per workstation is permitted.
- Venues used for examinations must be appropriate. There must be a room available where candidates will not be disturbed.
- Where required, candidate test password information is stored securely and only given to candidates at the time of the examination.
- Candidates are prevented from using computers/laptops in examinations which have unauthorised external communication with other users of computers/laptops.
- The arrangement of workstations and the position of the invigilator's desk must facilitate the detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.
- Sufficient workstations must be available, including at least one replacement computer.
- Candidates should not have use of any other electronic equipment besides the ones that are required for the examination.
- Unless otherwise stated by the awarding organisation's subject specific instructions, the invigilator must remind candidates that they must not have access to the Internet, e-mail, data stored on the hard drive or portable storage media (e.g. CDs, memory sticks or preprepared templates).

- All mobile phones must be confiscated or placed on the table in front of them faced down. If the learners pick up their phone, then they must be removed from the exam and it must be reported to NOCN.
- It is the Centre's responsibility to ensure candidates are familiar with the instructions, procedures and regulations for the on-screen test, particularly on how to navigate and respond on-screen.
- Check that all candidates have logged on successfully, or have been logged on by the centre.
- Ensure that candidates know how to request technical assistance if required during the examination.
- Ensure that technical support is available throughout the on-screen test in relation to malfunctioning of equipment, software or the on-screen test itself.
- At the end of the examination, the candidate must be logged out of the system.

It is expected that if the computer set up at any 3rd party training facility fails the above then exams should be administered 1-1 with the invigilator's laptop or PC with no other learner in the room

Paper based exams must follow the following rules:

- All learners must be separated 1.25 meters apart
- All learners must be facing the same direction
- All papers are to be uploaded within 12 hours of completing the exam or if possible at the venue
- All papers must be signed by the learner and handed to the internal verifier with the completed workbook

Specific rules for the Invigilators

The invigilator must not:

- Make any comment where a candidate believes that there is an error or omission on the question paper. However, in this situation, the invigilator must refer the matter to the Head of the Centre, who should send a report to NOCN.
- Give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice, or permission has been given by NOCN.
- Comment on the content of the question paper.
- Read a word or words printed on the question paper to a candidate, other than the instructions on the front cover.
- Offer any advice or comment on the work of a candidate. Invigilators must supervise candidates throughout the whole time that an examination is in progress.

This means that:

- Invigilators must give complete attention to this duty at all times.
- Invigilators must be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell. Any irregularities must be recorded.
- Invigilators must not carry out any other tasks in the examination room.

- Invigilators are required to move around the examination room quietly and at frequent intervals.
- Invigilators should give regular time checks.

General Data Protection Regulation (GDPR)

All data should only be shared within the company and with professional bodies (NOCN or OFSTED). All exams and workbooks should be kept securely for 7 years after the assessment has taken place.

Appeals Procedure

A full procedure is available separately.

All learners are informed that an appeals procedure relating to the internal assessment process exists within MTT. A copy of this procedure will be made available on request. Learners may only appeal on the grounds that they do not agree with the assessment decision made by the Assessor/Tutor or that the assessment procedures have not been carried out properly.

The Quality Manager or Internal Verifier will manage any internal appeals, including the dissemination of information about the procedures.

A written record of all appeals is maintained by MTT and written record includes the outcome of an appeal and reasons for that outcome. Full details of any appeal will be made available to the awarding organisation on request.

As per the Appeals Procedure Policy the process covers 3 Stages

- Stage 1 – Learner appeal against an assessment decision and requests review
- Stage 2 – Learner disagrees with appeal review decision – appeal is escalated to the Director
- Stage 3 – External Awarding Organisation is notified.

The address for correspondence and contact point for further advice is:

Multi Trades Training Ltd

Shalford Dairy
Wasing Estate
Aldermaston
Berkshire
RG7 4NB

Tel: +44 (0) 2034 883801

E: info@mttraining.co.uk

Policy responsibility and review

This policy and its procedures will be reviewed annually and revised, if necessary, in response to changes in practice or legislation, to ensure it continues to meet our needs and those of our Qualification Regulators i.e., Awarding Organisations (NOCN Cskills Awards).