



**Skills &  
Education  
Group Awards**

# **External Assessment Policy**

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## 1. General

- 1.1 External assessment is a form of independent assessment where assessment tasks are set, marked and/or assessed by the Awarding Organisation. Skills and Education Group Awards<sup>1</sup> seeks to ensure that its assessments are clear and transparent, accurately measure the purpose of the qualification / End-Point Assessment and show no bias towards any particular group.
- 1.2 We may use one or more of the following methods of external assessment in our regulated qualifications or End-Point Assessments:
- Examinations which may be handwritten or provided as onscreen tests. They may be made up of multiple-choice questions (MCQ), short answer questions, long answer questions or a combination of these.
  - Coursework which will involve the production of an end product such as a project portfolio, a finished garment, a piece of artwork;
  - A professional discussion or interview;
  - A practical demonstration of skills.
- 1.3 We provide on-demand onscreen examinations and assessment windows throughout the year. Where assessments are only available within a certain timeframe, assessment dates are published on our website.
- 1.4 Exemplar questions for some assessments are available and Centres<sup>2</sup> will be directed to where these can be accessed.
- 1.5 Assessment evidence submitted directly to us is retained whilst any period for enquiry and appeal is valid. It is then treated as confidential waste and destroyed. Some assessments may be retained for standardisation and benchmarking purposes beyond this period but will continue to be stored securely and anonymised if used.
- 1.6 External assessment evidence will not be returned to the Centre, but individual test grades and examiner reports are published on our secure portals or website as appropriate. However, under our 'Access To Scripts' service we will return candidate examination scripts for the Certificate of Professional Competence for Transport Managers

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<sup>1</sup> Skills and Education Group Awards is a recognised awarding organisation and part of the Skills and Education Group.

<sup>2</sup> A 'Centre' in the context of this document applies to organisations, whether a training organisation, educational institution or employer, that deliver qualifications and / or assessments to individuals and as such have a duty of care with respect to the individual as a learner.

qualifications ('CPC'). Centres may request this service via email to [CPC@skillsedugroup.co.uk](mailto:CPC@skillsedugroup.co.uk) and a fee is payable for this service.

- 1.7 All external assessments must be conducted in English unless the purpose of the assessment is to test proficiency in a language other than English

## 2. General Procedures for Centres

- 2.1 Our requirements for the conduct of examinations managed in the Centre are published in our Instructions for the Conduct of Examinations and other External Assessment (EX6).

- 2.1.1 We reserve the right to visit a Centre to check its examination procedures in practice.

- 2.2 Centres can schedule an online examination on-demand through our exams platform once they have been approved to deliver online examinations.

- 2.3 Centres delivering traditional paper tests must give the appropriate 28 working day notice of the examination date. In the case of CPC examinations, Centres must follow the prescribed registration windows.

- 2.4 Centres must notify us in writing of any candidates requiring **Reasonable Adjustments** which require our permission (E2B Permissions Table) on the appropriate form (E2) 28 working days prior to the examination date<sup>3</sup>. In the case of CPC examinations this is 10 working days prior to the examination date.

- 2.5 Centres must notify us in writing (on form E2A) within 7 working days of the date of the examination for candidates requesting **Special Consideration**.

## 3. Registration Procedures for Paper-based External Tests

- 3.1 Centres must register candidates online (via ORS) at least 28 working days prior to the examination date, indicating in which examination session they wish to register their candidates. In the case of CPC examinations Centres must register candidates online (via ORS) within the prescribed registration period for each examination series.

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<sup>3</sup> See Access to Assessment Policy and Centre Guidance when applying for Special Arrangements

- 3.1.1 If insufficient notice is received, we may not be able to process requests. If processing at short notice is possible, a late entry fee will be charged to cover the additional administration and/or postage costs incurred.
- 3.2 Where Skills and Education Group Awards despatches examination papers, Centres will receive hard copy examination papers and instructions 5-10 working days prior to the date of the examination or 5-10 working days prior to the first date of a set examination period.
- 3.3 Where a Centre is permitted to print their own examination papers, these will be available to download 48 hours prior to the scheduled start time of the examination.
- 3.2.1 Centres must contact [customersupport@skillsedugroup.co.uk](mailto:customersupport@skillsedugroup.co.uk) immediately if papers have not been received within this period.

## **4. Security and Confidentiality of Examination Papers and Scripts**

- 4.1 All examination packages received must be opened immediately by the Centre's named representative (usually the Examinations Officer). They are required to check that the appropriate number of papers are enclosed and that this corresponds with the attendance register (EX4). Centres must contact [customersupport@skillsedugroup.co.uk](mailto:customersupport@skillsedugroup.co.uk) immediately if any information is incorrect or missing.
- 4.2 After checking, papers must be stored in a secure location until required<sup>4</sup>. Papers must only be opened by the invigilator assigned to that examination in the examination room immediately before the examination.
- 4.3 All completed candidate scripts, signed attendance registers (EX4) and any unused papers must be forwarded as instructed in the EX6. We will investigate any instances where we believe Centres have not returned all papers / scripts correctly and record these as non-compliance against the Centre.
- 4.4 Examination question papers must not be retained by Centres under any circumstances, nor must they be photocopied for any reason.
- 4.5 Examination Officers may take photocopies of answer sheets only (i.e. not question papers if these are a separate document) to protect against the

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<sup>4</sup> Exceptions to this rule may apply where tutor and/or candidate preparation is required prior to the examination taking place.

risk of papers being lost in the post. Where photocopies are taken, these must be securely stored and must be destroyed as soon as is possible once BIIAB has confirmed results. BIIAB will view the unauthorised retention and/or storage of exam scripts and/or answer sheets as an act of malpractice.

- 4.6 In exceptional circumstances candidates may be allowed to sit an examination at a different time to that prescribed in the examination timetable, or at a different time to the rest of their cohort. All such requests must be put in writing to [customersupport@skillsedugroup.co.uk](mailto:customersupport@skillsedugroup.co.uk) and a declaration of non-disclosure signed by the candidate/s and centre (3008 EX8/EX8a).
- 4.7 External assessments which are not conducted under examination conditions must be stored securely by the Centre and submitted to us or to the named examiner as instructed.

## **5. Despatch of Scripts and Assessments**

- 5.1 All candidate scripts/portfolios subject to external assessment/marking must be forwarded as instructed in the EX6. They are confidential documents and must be kept secure and not be marked or copied by the Centre.
- 5.2 Course work which is independently assessed is the responsibility of the learner and it is incumbent upon them to retain a copy if it is to be printed and posted for marking by the Centre.
- 5.3 It is the Centre's responsibility to ensure that all work is despatched without delay, postage or carriage paid by the Centre.
- 5.7 In the event of work being lost in the post between the Centre and the examiner / ourselves we will take one or more of the following actions:
- request the Centre to make the appropriate investigations with the carrier;
  - request the assessment is re-taken on an alternative date/series;
  - request alternative evidence from the Centre upon which an assessment decision may be made.

Any decision will be made on a case-by-case basis.

## **6. Examination and Entry Procedures for Onscreen Tests**

- 6.1 Centres will not be able to access our online test platform until they have been approved to deliver online tests. Centres must complete and submit form CR1e to [centrerecognition@skillsedugroup.co.uk](mailto:centrerecognition@skillsedugroup.co.uk)
- 6.2 Once approved we will provide access to the relevant instructions, software and/or account facilities to enable Centre scheduling of examinations.
- 6.2.1 Centres will be responsible for ensuring that it conducts onscreen examinations in accordance with the Instructions for the Conduct of Examinations and Other External Assessment (EX6).
- 6.2.2 Centres are responsible for ensuring that at any point in time, workstations and/or other IT equipment used in onscreen examination delivery are fit for purpose, accessible and do not disadvantage the learner in any way.

## **7. Candidate Attendance**

- 7.1 Candidates who absent themselves from an examination will be allowed to sit on an alternative date. Further details are outlined in the EX6.

## **8. Examination and Entry Procedures for ATOM**

- 8.1 Some Externally-marked coursework-based assessments require submission through the ATOM platform. Skills and Education Group Awards will provide guidance to Centres where this is required.
- 8.2 Further guidance can be found on the relevant qualification pages of our website.

## **9. Repeating External Assessments**

- 9.1 Candidates may re-sit/re-take or re-submit assessments subject to the requirements of specific qualifications/assessments.
- 9.1.1 Exceptions to this rule are published in the relevant guidance documents *e.g. Qualification Guides; End-Point Assessment Guides; Product Guides*. Centres must ensure that their learners are aware of any restrictions on re-sits or re-submissions.

- 9.2 Centres must inform [customersupport@skillsedugroup.co.uk](mailto:customersupport@skillsedugroup.co.uk) in writing of a candidate's intention to re-sit a paper based examination or re-submit work for marking/assessment. In the case of CPC examinations Centres must register candidates online (via ORS) within the prescribed registration period for each examination series. A re-sit/re-take or re-submission fee will be charged.
- 9.3 Onscreen tests are on-demand and require no period of notice, but a re-sit fee will be charged.
- 9.4 We will expect Centres to register such candidates with integrity. Centres should ensure that candidates have received the appropriate guidance and support to successfully complete a re-sit/re-take or resubmission of the assessment.

## **10 Malpractice and Maladministration in External Assessment**

- 10.1 Any individual who suspects or witnesses malpractice or maladministration should complete a Notification of Suspected Malpractice (Form MM2) available on our website. It should be sent immediately to [complianceandregulation@skillsedugroup.co.uk](mailto:complianceandregulation@skillsedugroup.co.uk)

## **11. Enquiries and Appeals in External Assessment including Special Considerations**

- 11.1 Centres must follow our published procedures when submitting an enquiry/appeal into results or when applying for Special Consideration.

## **12. Quality Assurance**

- 12.1 This policy and guidance is reviewed regularly to ensure it continues to meet our needs and those of our Centres and Regulators

## **13. Change History Record**

Version	Description of change	Approval	Date of Issue
2024 V1	Complete overhaul of previous policy	SF	October 2024