

## **Despatch of Assessment Evidence for Marking or External Moderation**

### **1 General**

- 1.1 This Skills and Education Group Awards<sup>1</sup> policy is concerned with the despatch and receipt of evidence between Examiners, External Quality Assurers, Centres<sup>2</sup> and ourselves. Whilst we encourage all Centres / learners to store and submit assessment evidence electronically we understand that in some circumstances this is not always possible or required.
- 1.2 It is the Centre's responsibility, therefore, to ensure the safe and timely despatch of assessments to Examiners, External Quality Assurers, and ourselves. The Centre should take whatever steps are necessary to achieve this.

### **2 Assessments subject to External Marking / Assessment**

- 2.1 Examination scripts or other assessments subject to external marking and which are to be sent by post must be:
- packed securely, postage or carriage prepaid;
  - include a return address;
  - sent to the address specified by us.

Where examination scripts or other assessment material is required to be submitted electronically, Centres must ensure it is in an accessible and easy to navigate format.

- 2.2 Where local postal arrangements prevent the immediate despatch of these assessments, the sealed packages must be locked up in secure conditions overnight and despatched the next working day<sup>3</sup>. Records of posting should be kept.

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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.

<sup>3</sup> Cf. Guidance to Centres 'Instructions relating to the Conduct and Invigilation of Examinations and Other Assessments' (EX6)

### **3 Sample Assessment Evidence for External Quality Assurance**

3.1 Sample evidence subject to remote external quality assurance must be:

- securely packed, postage or carriage prepaid;
- include a return address;
- sent to the address specified by us.

Where assessment material is required to be submitted electronically, Centres must ensure it is in an accessible and easy to navigate format.

All assessments for remote external moderation should be kept in secure conditions until the requested samples are despatched to the specified External Quality Assurer. Dates for receipt of such evidence will be determined by the External Quality Assurer and agreed with the Centre.

### **4 Lost Assessments / Scripts**

4.1 In the event evidence is lost in the post between Examiners, External Quality Assurers, Centres and ourselves, we will request the relevant parties make the appropriate investigations.

4.1.1 Where examination scripts cannot be retrieved, we will either:

- require the candidate to re-take the examination at another time; or
- where this is not possible, request other evidence upon which an assessment decision could be made.

4.1.2 Where samples for external quality assurance cannot be retrieved the Centre will be requested to send copies of the assessment evidence. It is incumbent upon the Centre / learner to make copies of such evidence prior to despatch if not stored in any other than a written format.

### **5 Quality Assurance**

5.1 This policy and guidance are reviewed annually to ensure it continues to meet our needs and those of our Centres and the Regulators<sup>4</sup>.

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<sup>4</sup> Which may include Ofqual in England; Qualifications Wales; CCEA Regulation in NI; ESFA; IfATE