



Instructor Development QQI Trainer

**4.1.5**

Issue 1 – CPA 0

**Examination and Assessment Procedure**

Issue Date 02/10/2023

Author & Authorised by: Adrian Mc Mahon

Review Date 02/10/2024

## **Examination & Fair Assessment Procedure**

### **Purpose:**

To ensure that examinations are conducted fairly and credibly

### **Scope:**

All examinations

### **Responsibility:**

Trainer

### **Procedure:**

Only print out the exact number of test papers required and ensure that these are always kept in your possession.

Set up the room in the examination layout with a table for each learner.

Let the learners know what time the examination is commencing at.

State the Examination regulations before commencement of the exam. This includes the following rules:

- It is a closed book examination and that learners are not allowed consult with other learners or look at other learners' answers.
- Learners are not allowed to leave the examination room and return to the examination room without a genuine reason, and they will need to be supervised during their absence.
- Learners are required to put their name and examination date on their answer sheet.
- Learners are instructed not to read the examination questions until told to do so.
- Learners are not allowed to leave the exam until 30 minutes after the commencement or the Exam.
- Learners will be given a 15-minute warning on time remaining.
- Learners must remain seated until all answers are submitted.
- Learners must always comply with invigilators' instructions. This includes instructions to leave the examination if requested.

Prior to the examination ensure that learners' desk surfaces can be viewed by the invigilator and that they are separated so that other learners cannot see their answers.



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Ensure that appropriate arrangements are made for any students requiring reasonable accommodation such as reading out the questions or scribing the answers.

This may involve organising that is carried out on a one-to-one basis with the student. This must be noted on the answer sheet.

This may also include allowing students to perform skills from a seated or table height position if necessary. This will be noted on the relevant Marking Sheet.

For any assessments carried out via video conferencing, students are required to place another camera behind them to ensure that they can be adequately supervised.

QQI Examination and Assessments

For QQI assessments, skills will be videoed/ photographed for evidence. Learners will be informed of this fact. This recorded evidence is stored securely in a OneDrive folder.

Learners are marked/ graded using model answers for exams and the marking criteria for skills.

Trainers are responsible for securely storing all exam answers and marking sheets until they are returned to Working at Height Limited office by email.

Learners are required to keep their own copy of assignments submitted.

Learners are required to submit completed assignments within the agreed deadline preferably by email. They will receive confirmation of receipt of same.

Records of learner assessment such as completed Skills Sheets and Test Sheets are stored securely on the IMS-Flex Filing Station folder.



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**Document amendments or reviews**

Issue Level	Page No(s)	Date	Brief details of amendment(s) to procedure	CPN No.
1	3	02/10/2023	First issue of procedure – Adrian Mc Mahon	-
2				
3				
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