Exams Policy

Effective Date: March 2025
Review Date: December 2027

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1. Purpose
Achieve UK Training Ltd is committed to ensuring that all examinations are conducted fairly, securely, and in compliance with regulatory and awarding body requirements. This policy outlines our approach to exam administration, integrity, candidate support, and result appeals.

2. Scope
This policy applies to all learners, staff, invigilators, and external examiners involved in the examination process at Achieve UK Training Ltd.

3. Exam Administration

- Exams will be scheduled according to the awarding bodies' guidelines and communicated to learners at least **two weeks in advance**.
- Candidates must bring valid identification (e.g., passport, driver's license, student ID) to the examination venue.
- Examination venues will be appropriately prepared with necessary resources to ensure a smooth exam process.
- Exam registration deadlines must be adhered to, and late registrations will be considered only under special circumstances.

4. Exam Integrity and Conduct

- Candidates must arrive **at least 30 minutes before** the scheduled exam start time.
- All personal belongings, including mobile phones, smartwatches, and notes, must be stored away before entering the examination hall.
- Candidates must not communicate with each other during the examination.
- Any form of cheating, plagiarism, or academic misconduct will result in disqualification, disciplinary action, or legal consequences.
- Invigilators will monitor the exam environment to prevent any unfair practices.

5. Reasonable Adjustments and Special Considerations

- Learners with disabilities or medical conditions requiring special accommodations must submit a formal request at least **four weeks before** the exam date.
- Special consideration requests due to illness, bereavement, or unforeseen circumstances must be submitted with supporting evidence within **five working days** of the exam.
- Achieve UK Training Ltd will work with awarding bodies to facilitate appropriate adjustments where necessary.

6. Exam Results and Appeals

- Exam results will be released within the timeframe set by the awarding body and will be communicated via email or an official learner portal.
- Learners who wish to challenge their results must submit a formal appeal in writing within **10 working days** of receiving their results.
- Appeals will be reviewed by a senior examiner or an independent panel, and the decision will be communicated within **15 working days**.
- If the learner is not satisfied with the outcome, they may escalate the appeal to the relevant awarding body following its appeals procedure.

7. Data Protection and Record Keeping

- Exam records, including registration details, results, and correspondence, will be securely stored and retained for the required period in accordance with GDPR and awarding body guidelines.
- Personal data will be shared only with relevant awarding bodies, regulatory authorities, and the learner upon request.

8. Malpractice and Maladministration

- Any suspected malpractice (e.g., cheating, impersonation, falsification of results) will be thoroughly investigated.
- Any maladministration (e.g., incorrect handling of exam materials, failure to follow procedures) will be reported and corrective actions taken.
- Serious breaches will be reported to the relevant awarding bodies, and disciplinary actions, including legal measures, may be taken.

9. Roles and Responsibilities

- **Examinations Officer**: Responsible for exam coordination, ensuring compliance with regulations, and liaising with awarding bodies.
- **Invigilators**: Ensure fair conduct during exams, monitor candidates, and report any irregularities.
- **Learners**: Must comply with exam regulations and report any concerns regarding unfair practices.

10. Review and Amendments
This policy is reviewed annually to ensure compliance with regulatory standards and best practices. Updates will be made as necessary to reflect changes in examination procedures or legislative requirements.

For any further queries, please contact us at contact@achieveuktraining.com or visit www.achieveuktraining.com.

Approved by:
Manav Arora
Director and Head
01 March 2025