



# Peacehaven Community School

## Quality Assurance Exams Policy

<b>Head of Centre</b>	<b>Rachel Henocq</b>
<b>Date</b>	<b>September 2023</b>
<b>Date for Review</b>	<b>September 2024</b>
<b>Responsibility for Review</b>	<b>Head of Centre</b>

Peacehaven Community School (PCS) is committed to ensuring quality assurance, as we believe it is an integral part of our centre's processes.

Our focus is on the learners, with the provision of relevant and flexible quality training programmes and assessment to suit their particular needs and lifestyles. The provision is regularly monitored and reviewed by our quality assurance representative, and information from the relevant awarding body is circulated to all members of staff involved in assessing.

In order to ensure consistent testing, an internal verification process is in place and is carried out on an on-going basis. Assessment standards are maintained by cross-marking.

All work is double-marked by the Internal Verifier/other faculty staff for a course where a new marker is assessing, to ensure they are satisfied with the standard of marking. Internal verification is to be recorded on learner work and records, and on central recording systems which are kept securely.

Where assessments are carried out online, our centre will follow the learner appeals procedure if we believe there is a discrepancy with the awarding body's assessment procedure.

**N.B:** Cases of borderline achievement are all internally verified. Also, at least 10% of other assessments are checked across all markers and modules.

Learners will complete the assessments in a suitably quiet, undisturbed location within our centre under controlled conditions. The learners will be in direct sight of the invigilators at all times during the assessment period.

Our centre's policy for equal opportunities is followed and monitored by all those involved in the assessment.

## **Invigilators**

- All new invigilators are required by PCS to be observed during the first 6 months. They are then observed annually thereafter to ensure assessment regulations are being followed.
- Existing invigilators are observed conducting an assessment at least once a year.

This policy has been reviewed and authorised by:



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Rachel Henocq  
Headteacher/Head of Centre