



Beaumont College

Conduct of Assessment Externally Set Assessment Policy and Procedure

Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Julia Park September 2024
Delegated Reviewer	Julia Park 24 02 2025
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To be read in conjunction with:

- Assessment Strategy
- Plagiarism Policy and Procedure
- Candidate Appeals Policy and Procedure
- Saludem Whistleblowing Policy and Procedure
- Beaumont College Accreditation Framework
- Beaumont College Centre Agreements with awarding bodies

What is an externally assessment?

Externally set assessment is a form of assessment in which questions papers, assignment work or tasks are specified by an awarding body and are then taken/ completed under specified conditions. This is generally knowledge tested by assessments made within set time specifications.

What is non-examination assessment?

Non examination assessment measures specific knowledge that cannot be tested by time written papers. This is generally tested by portfolio work or oral presentations.

What are the types of externally set assessment?

Set task – A longer assessment where learners respond to a brief set by the awarding body

Performance task – A skills-based assessment that will often be recorded to assess how well a learner can complete a particular activity

Paper based/ written task – A test taken by the learner on a person-centred basis, or by a group of learners at the same specified time and either offered as one or as a series of assessments over an academic year/ specified time

Onscreen test – A test taken electronically online

Procedure

Named Assessors

As part of the college's Centre Agreement with an awarding body, named assessors will be assigned to deliver a qualification and college will complete the awarding body quality assurance procedures to ensure assessors deliver the qualification fairly and accurately.

A Learner Assessment Process takes place

Assessors shall undertake baseline assessment to ascertain whether it is appropriate for first year learners to be enrolled on externally set assessments.

Assessors shall undertake formative assessment and consider prior learning achievements to ascertain whether it is appropriate for continuing learners to be enrolled on externally set assessments.

Recommendations

Assessors submit their recommendations for those learners they assess as being eligible for externally set assessments. These are submitted to the Assistant Principal (Curriculum), Pathway Co-ordinators and Lead Tutors as appropriate to hub and BC location.

Reasonable Requests and Special Considerations are requested from awarding bodies

Assessors and/ or the Assistant Principal (Curriculum) will apply for reasonable adjustments and special considerations for learners who require these with the relevant awarding body.

Learners are registered onto the externally set assessment.

The relevant awarding body lead will submit registrations to the commensurate awarding body portal

- Ascentis – Parnassus portal
- Open Awards
- Trinity College Arts Award
- AQA
- Duke of Edinburgh – eDofE portal

The learners complete the externally set assessment. There are two types of conditions for this

- **Type 1 - Non-supervised conditions**

Set tasks that include a period during which learners can conduct research, plan, prepare and develop their response to the task. During this period, learners follow the non-supervised conditions.

Work carried out would be measure against the college's 'Plagiarism Policy and Procedure'.

- **Type 2 - Supervised conditions**

Set tasks that include a period during which learners write up the final version of their work ready for submission or a test-based task completed under examination conditions.

What are non-supervised conditions?

- learners do not need to be always directly supervised
- the use of resources, including the internet, is not tightly prescribed (check with awarding body guidance)
- all learners participate in the assessment
- there is sufficient supervision to ensure that work can be authenticated
- the work that a learner submits is their own

What are supervised conditions?

- all learners are within direct sight of the supervisor throughout the session(s)
- display materials which might aid are removed or covered
- there is no access to email, the internet or mobile phones, unless the task paper specification clearly indicates that learners may have access to internet to continue research
- learners complete their work independently
- there is no interaction with other learners
- assistance is provided in line with reasonable adjustment requests and special considerations

Control measures used to complete externally set assessments

- **Low control** – Activity completed without direct supervision such as research, planning, preparation and completion of assessment work.
- **Medium control** – Activity allows some access to pre-prepared notes of the internet to help them complete assessment work.
- **High control** – The assessment is completed in formal invigilated exam conditions.

Externally set assessments are completed by learners in line with the criteria and condition of the awarding body and its conditions of completion for specified qualifications.

Generally, Beaumont College operates three types of externally set assessments:

- **Portfolio work** – work is supervised and assessed by the named assessor (Teacher) on an ongoing basis throughout the year
- **Practical work** – work is supervised and assessed by the names assessor (Teacher) on an ongoing basis throughout the year
- **On demand paper examinations** – a one off or series of assessments supervised by the most appropriate person. This could be a teacher, LSW or SSW. These papers are usually undertaken on a 1:1 basis with learners.

Completion of externally set assessments

Beaumont College rarely holds whole group examination situations, so does not require to use detailed examination timetable of exams or invigilation process. Externally set assessments that involve a paper-based examination using a test paper will be invigilated in a dedicated space, free from distraction and under exam conditions.

Each allocated supervisor who supports a learner during an exam-based test shall follow the college's Plagiarism Policy and Procedure, Reasonable Adjustments criteria and they shall not help the learner to complete the externally set assessment.

Internal Verification

On completion of externally set assessments the college internal verifier for the relevant accredited qualification shall complete an internal verification process to ensure the quality and standards of the learner's work has met the standards of the externally set assessment.

Once the standard of work has been verified as being met the results shall be submitted to the relevant awarding body portals

External Verification

The internally verified work of the learners shall then be externally verified by the awarding body.

Examination papers/ portfolios shall be held securely at the college in accordance with the standards of the awarding body.

The person responsible for the review of this policy and procedure: Julia Park – Assistant Principal (Curriculum)

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V1.0	24 02 25	Final	

