



External Assessment Policy and Procedure

Football Family Ltd: External Assessment Policy and Procedure

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1. Purpose

To provide guidance on the management of external assessment of qualifications to meet the requirements of the awarding body.

2. Policy Statement

Football Family will comply with the quality criteria and procedures specified by awarding bodies for the management of external assessment.

3. Responsibilities

The Director of Education is responsible for the management of this policy.

The Director of Education is responsible for the management of awarding body procedures for external examinations.

The Director of Education is responsible for the operation and implementation of awarding body procedures for external examinations.

The Lead WBL Assessor is responsible for communicating awarding body information, timetables and entry deadlines to Centre Managers and Assessors

Centre Managers and Assessors are responsible that learners are informed of timetables and entry deadlines.

Centre Managers, through action or delegation, are responsible for ensuring the course delivery schedule is informed by the external assessment timetable.

4. Procedure

Centre Managers and Assessors will liaise with the Compliance Team to coordinate the issue and completion of documentation for candidate entry to meet the awarding body timescales.



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Centre Managers and Assessors, through action or delegation, will ensure that all candidates are enrolled to undertake the appropriate examination or external element of the course.

Where appropriate, assessors will organise and conduct a preliminary examination following awarding body 'prelim' requirements to provide evidence for any appeal that may be made.

The compliance team will make arrangements for invigilation and the secure storage of examination papers and materials.

The compliance team will package completed scripts and related documentation and forward these to the awarding body.

5. External Assessment Appeals

Football Family Ltd on behalf of the learner may make appeals against external assessment decisions. The compliance team will gather and submit within awarding body deadlines the evidence required to support the claim.

6. Evaluation and Review

Next scheduled review date: September 2020