



Football Family Ltd: External Assessment Policy and Procedure

Document Type	Revision No	Date Created	Renewal date	Approved By
Policy	003	01.09.20	31.07.21	C.Parry

Purpose

To provide guidance on the management of external assessment of qualifications to meet the requirements of the awarding bodies we work with.

Policy Statement

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

Responsibilities

The Managing Director is responsible for the management of this policy

The IQA is responsible for the management of awarding body procedures for external examinations

The Operations Manager is responsible for the operation and implementation of awarding body procedures for external examinations

The Operations is responsible for communicating awarding body information, timetables and entry deadlines to centre managers and assessors

Centre managers and assessors are responsible for ensuring 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.

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.

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 mock examination following awarding body 'prelim' requirements to provide evidence for any appeal that may be made.

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

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

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.

Policy Reviews

This Policy will be renewed annually.

For further information or to discuss any concerns regarding this, or any of our other Policies and Procedures, please contact: info@footballfamily.org.uk