# Exams Officer Policy

## Document Control

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| **Document Title** | Exams Officer Policy |
| **Version Number** | 001 |
| **Status** | Approved |
| **Publication Date** | 18th May 2026 |
| **Policy Owner / Author** | Directors |
| **Review Date** | 18th May 2027 |
| **Approved / Ratified by** | Directors |
| **Distribution** | All Staff, Volunteers, Directors, Sessional Workers |

## 1. Purpose

This policy outlines the roles, responsibilities, and procedures to be followed by the Exams Officer at Whamos Training and Development CIC. The aim is to ensure the secure, fair, and efficient management of all examinations and assessments.

## 2. Scope

This policy applies to all regulated and non-regulated assessments and examinations conducted at Whamos Training and Development CIC. It is relevant to the Exams Officer, tutors, invigilators, internal quality assurers, and learners.

## 3. Exams Officer Responsibilities

- Liaise with awarding bodies regarding registration, assessment dates, and certification.
- Maintain up-to-date knowledge of awarding body regulations and assessment conditions.
- Ensure all learners are registered and scheduled correctly for assessments.
- Distribute and collect exam papers securely.
- Organise and brief invigilators.
- Ensure secure storage and confidentiality of exam materials.
- Maintain accurate records of attendance, results, and certification.
- Report incidents or suspected malpractice to the relevant awarding body.

## 4. Exams Planning and Preparation

- Confirm all exam dates, times, and venues.
- Communicate exam arrangements to learners and staff.
- Prepare appropriate seating arrangements and resources.
- Ensure access arrangements and reasonable adjustments are in place where required.

## 5. Conduct During Examinations

- Ensure compliance with awarding body exam conditions.
- Maintain a calm and secure environment.
- Supervise invigilators and address any issues promptly.
- Respond to emergencies or learner concerns appropriately.

## 6. Post-Examination Procedures

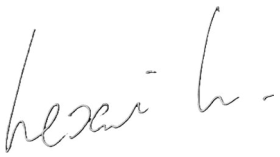
- Collect and return completed exam papers securely.
- Record results and submit to awarding body as required.
- Coordinate internal verification and results approval.
- Issue certificates upon confirmation of achievement.

## 7. Policy Review

This policy will be reviewed annually or in response to changes in awarding body guidance or internal procedures.

## Approval & Review

This policy has been approved on behalf of the Directors:

| **Elizabeth Amos-Milburn**<br>*Co-Director* | **Alexandra Gager-Liebhart**<br>*Co-Director* |
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**Date of approval:** 18th May 2026

**Next review:** 18th May 2027

## Schedule 1 — Record of Changes

| Version | Date | Nature of Change |
|---|---|---|
| 001 | 18th May 2026 | Initial published version included in the Combined Policies and Procedures 2026 edition. |