



Examination & Invigilation Policy

Paragon Training Academy Limited is responsible for:

- Ensuring exams are timetabled and student exam entries are recorded
- Ensuring all courses are registered with awarding bodies
- Maintain systems and procedure to support the timely entry of candidates for their examinations.
- Providing confirmation to the relevant tutor/ Co-ordinator of the registrations and exam entries.
- Communicating information received by the Awarding exam bodies.
- Preparing, distribution and collection of exam packs and organising invigilation
- Notifying students of their results and recording results on Terms
- Distribution of certificates to various settings on request.
- Set up of rooms for examinations.
- Posting of the examination papers
- Input of data
- The secure storage and distribution of exam papers

Invigilators are responsible for:

- Collection of examinations papers and other materials from the examination's office before the start of the exam.
- Collection all examination papers in the correct order at the end of the examination and their return to the exam's office.
- The timely start and end of examinations
- The conduct of students during examinations, ensuring that examinations are conducted in accordance with JCQ regulations.
- Reporting any suspected malpractice promptly.
- Assisting in the provision of access arrangements as and when required to meet individual student's needs.
- Completing the Invigilation checklist

Students are responsible for:

- Ensuring they arrive for their exams at least 15 minutes before the start of the exam.

- Ensuring that they do not bring in any unauthorised material into the exam room. This includes mobile phones, electronic equipment, and unauthorised notes.
- Making sure that they abide with the rules and regulations of examination.
- Make certain that they have made appropriate arrangements in order to stay the full length of the exam.
- Bringing in photographic Identification to the exam.
- Submitting coursework in time to meet the deadline set.
- Ensuring that all work submitted is all their own work and not copied from other students or other sources.