



Yorkshire and Humber
TEACHER TRAINING

Apprenticeship

Exams Policy & Procedures

This guide is to be read in conjunction with the Exams Policy and
Procedures

<https://www.sirius-academy.org.uk/wp-content/uploads/2024/05/SAW-Exams-Policy-2023-24.pdf>

Objectives

1. To identify and clarify the roles of key personnel in the administration and delivery of apprenticeship programmes in the trust.
2. To ensure apprenticeship procedures in the trust are in line with awarding body requirements
3. To ensure regular quality control of the delivery and assessment processes.
4. To ensure that all apprenticeship procedures are reviewed and evaluated annually.

Key Personnel and their Roles and Responsibilities

1. Tutor/Assessor
A qualified and experienced person who will deliver the knowledge element of the course and with knowledge of the sector the apprentice is working in. The assessor will ensure the timely completion of the standards and pastoral care.
2. Internal Quality Assurance
Ensures the quality of the assessment by sampling assessments to confirm the quality and consistency of assessment decisions.
3. External Quality Assurance
Apprenticeships are externally quality assured by the End Point Assessment Organisation (EPAO).
4. Head of Apprenticeships
The Head of Apprenticeships, in liaison with the Admin Team, is responsible for the registration of learners onto the apprenticeship qualifications and the claims for certification at the end of the in liaison with the Tutors/Assessors.

Registration and Certification

1. The Admin Team will register apprentices onto the relevant apprenticeship within a month of the apprentice starting their apprenticeship.
2. The Admin Team will register the apprentices with the End Point Assessment Organisations prior to the gateway date.
3. The Head of Apprenticeships will declare the apprentice as ready for gateway and upload the portfolio of evidence to the EPAO portal.
4. The apprentice will confirm the proposed end point assessment date with the EPAO.
5. Apprenticeship certificates will be sent directly by the EPAO to the employer.

Internal Verification

1. It is the responsibility of the IQA to ensure that all assessment work is properly marked, moderated and verified.
2. There must be accurate and detailed recording of assessment and verification decisions.

3. The IQA must ensure that all records are securely and safely maintained, up to date and provide accurate tracking facilities. Verification records must be kept for scrutiny by the Ofsted and the awarding body for a period of three years following certification.
4. In the case of malpractice or an appeal against an assessment decision the Internal Quality Assurer should follow the Academy's Malpractice and Coursework/Controlled Assessment Appeals policy and use the attached proforma to record the steps taken to resolve each case. All staff involved in the delivery of the apprenticeships must familiarise themselves with these policies.

Malpractice and Assessment Appeals Procedures

1. YHTT has adopted Sirius Academy West's Internal Assessment Decision Appeals Policy and an Internal Assessment Malpractice Appeals Policy. The Examination Officer, in liaison with the Assistant Vice Principal – Teaching and Learning, is responsible for the review and updating of these policies. <https://www.sirius-academy.org.uk/wp-content/uploads/2024/05/SAW-Exams-Policy-2023-24.pdf>
2. It is the responsibility of the Tutors/Assessors to make the apprenticeship learners aware of what constitutes malpractice and the procedure which will follow the discovery of an example of malpractice.
3. Any incident of malpractice must be reported to the Head of Apprenticeships.
4. It is the responsibility of the Tutors/Assessors to make the apprenticeship learners aware of their rights to appeal against internal assessment decisions.