EXAMINATION PROCESSES POLICY & PROCEDURES

Policy Status: Core Assessment & Operations Policy
Applies to: All I-PATH examinations, awards and assessment routes
Audience: Head Office, Examiners, Teacher Members, Centres
Governance Oversight: Examinations & Standards Committee (ESC), Grand Council
Review Cycle: Annual or following regulatory, policy or operational change

1. Purpose of This Document

This document sets out the standardised processes for the planning, delivery, assessment, moderation and certification of all I-PATH examinations and awards.

It exists to ensure that:

- examinations are delivered fairly, consistently and securely
- roles and responsibilities are clear
- safeguarding and integrity are embedded
- records are auditable
- regulatory and awarding-organisation expectations are met

This document must be read alongside the Assessment Policy, Quality Assurance Policy, Examiner Policy, Safeguarding Policy, Reasonable Adjustments Policy, Online Examinations Policy and Malpractice Policy.

2. Examination Types Covered

This document covers the following I-PATH assessment routes:

1. Graded Examinations
2. Vocational Graded Examinations
3. Achievement Awards
4. Graded Achievement Awards
5. Guided Graded Examinations

Each route has distinct purposes, controls and processes, which are set out below.

3. Core Principles Applying to All Exams

Across all exam types:

- all assessments are conducted against published syllabi and criteria
- safeguarding requirements apply equally
- integrity and authenticity of learner work is essential
- reasonable adjustments must be approved in advance

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- examiners act independently and professionally
- accurate records and audit trails must be maintained

4. Roles and Responsibilities

4.1 I-PATH Head Office

Responsible for:

- exam bookings and scheduling
- examiner allocation
- approval and recording of reasonable adjustments
- quality assurance and oversight
- records management and certification
- liaison with awarding organisations (where applicable)

4.2 Examiners

Responsible for:

- examining all graded and vocational exams
- assessing performance against published criteria
- marking written or podcast components where applicable
- completing examiner reports accurately and professionally
- flagging safeguarding, integrity or standards concerns

4.3 Teacher Members / Centres

Responsible for:

- booking exams correctly and on time
- ensuring venue suitability and safeguarding
- preparing candidates appropriately
- maintaining exam conditions
- submitting recordings and documentation as required

5. Exam Booking Process (All Routes)

Step 1 - Booking Submission

Teacher Members submit the appropriate booking form via the designated I-PATH process, confirming:

- exam type
- candidate details
- delivery format (F2F / LVE / RVE)
- venue details
- requested reasonable adjustments

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Step 2 - Administrative Checks

Head Office:

- checks the booking for completeness and accuracy
- confirms centre approval status
- verifies teacher eligibility (first session only)
- identifies any access or safeguarding considerations

Incomplete bookings are returned for correction.

Step 3 - Examiner Allocation

Head Office allocates an appropriately trained external examiner, ensuring:

- no conflict of interest
- appropriate discipline and level expertise
- compliance with safeguarding and workload controls

6. Examination Delivery by Route

6.1 Graded Examinations

Purpose: Formal assessment of syllabus content at graded levels.

Applies to:

- Sparkle (unregulated)
- Debut (Entry Level 2)
- Premiere (Entry Level 3)
- Grades 1-8 (Levels 1-3, where applicable)

Delivery formats:

- Face-to-Face
- Live Video Exam
- Recorded Video Exam (where permitted)

Process:

- Examiner examines all candidates
- Performance assessed live or via recording
- Examiner completes individual candidate reports
- Results are submitted to Head Office

6.2 Vocational Graded Examinations

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Purpose: Advanced progression and industry-aligned assessment (dance only).

Applies to:

- Intermediate
- Advanced Foundation
- Advanced 1
- Advanced 2

Assessment includes:

- practical performance
- vocational expectations
- project element (written or podcast, where specified)

Process:

- Examiner assesses all components
- Written/podcast work is marked by the examiner
- Results and comments returned to Head Office

6.3 Achievement Awards

Purpose: Recognition of participation, effort and engagement.

Status: Unregulated

Characteristics:

- non-graded
- flexible assessment
- suitable for inclusive and early-stage learners

Process:

- Teacher submits booking
- Examiner assesses or verifies achievement (format dependent)
- Certificates and reports issued by I-PATH

6.4 Graded Achievement Awards

Purpose: Reduced assessment load with graded outcomes.

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Status: Unregulated

Characteristics:

- smaller number of assessed components
- graded outcomes
- stepping stone to full graded exams

Process:

- Examiner assesses selected syllabus content
- Grading applied against published criteria
- Results processed by Head Office

6.5 Guided Graded Examinations

Purpose: Inclusive assessment of full syllabus content in a supported environment.

Status: Unregulated

Key features:

- full syllabus is assessed
- takes place in a familiar classroom setting
- teacher leads structure of the session
- examiner assesses independently

Controls:

- teacher may guide structure but must not coach
- examiner remains responsible for assessment
- integrity and safeguarding standards apply fully

7. Online Examination Controls (LVE & RVE)

For all online exams:

- candidate identity must be verified
- exam environment must be transparent
- recordings must be continuous and authentic
- no editing, enhancement or AI manipulation is permitted
- no unsupervised recordings are allowed

Breaches are investigated under the Malpractice Policy.

8. Results Processing and Quality Assurance

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Step 1 - Receipt of Examiner Documentation

Head Office:

- logs examiner submissions
- checks completeness and clarity
- follows up on anomalies or concerns

Step 2 - QA Review

Results are reviewed for:

- consistency
- unusual patterns
- centre-level variance
- examiner marking trends

Concerns may trigger moderation or escalation to the ESC.

Step 3 - Awarding Organisation Processes (Where Applicable)

For regulated qualifications:

- claims are submitted to the awarding organisation
- certification is issued by the awarding organisation
- I-PATH distributes certificates to centres

9. Certification and Reporting

- Reports and certificates are issued only once results are confirmed
- No certificates are released where fees remain unpaid
- Records are retained securely in line with data protection requirements

10. Malpractice, Safeguarding and Escalation

At any stage, concerns relating to:

- safeguarding
- academic misconduct
- examiner conduct
- centre compliance

must be escalated immediately to Head Office and managed under the relevant policy.

11. Records, Audit and Review

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I-PATH maintains:

- secure exam folders
- booking records
- examiner reports
- results data
- certification logs

These are reviewed as part of:

- internal QA
- awarding-organisation audits
- regulatory assurance processes

12. Continuous Improvement

This document is reviewed annually and updated to reflect:

- policy changes
- operational learning
- regulatory developments
- sector best practice

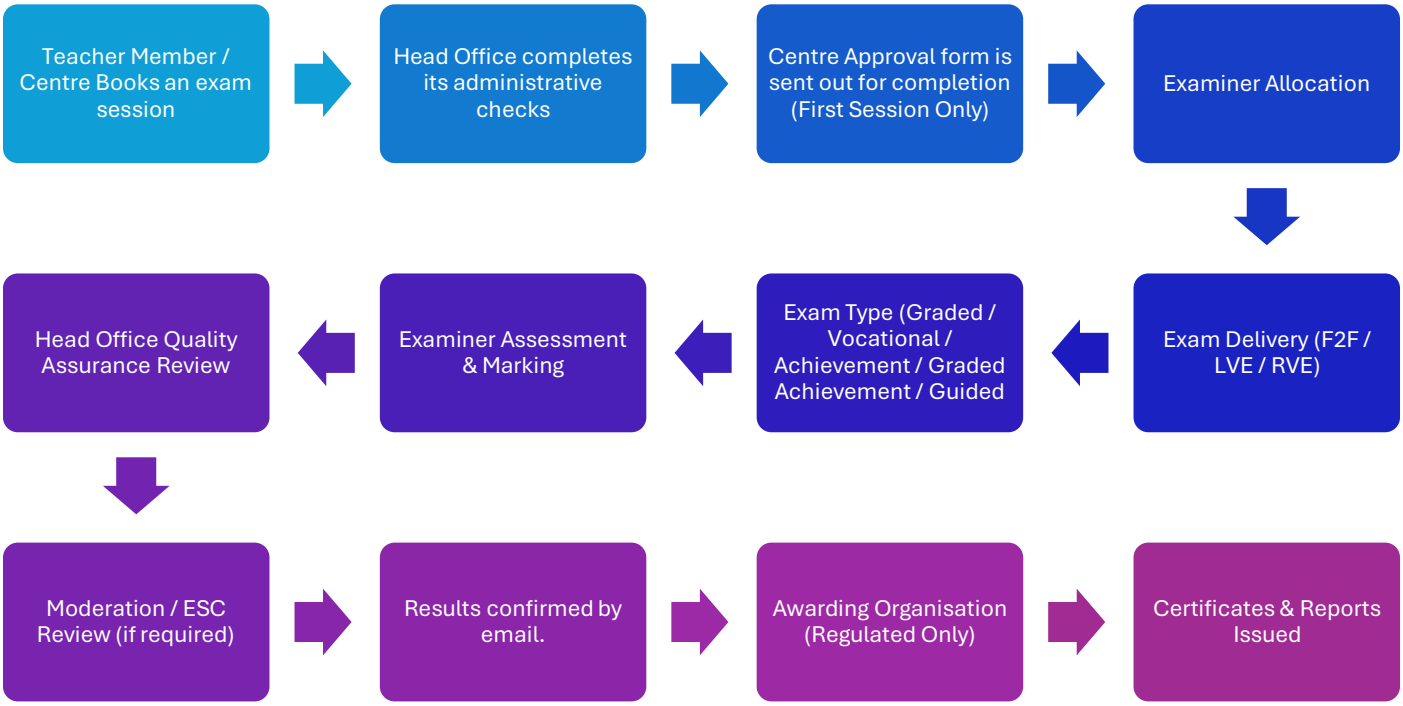
Final Statement

Robust examination processes protect:

- learners
- teachers
- examiners
- standards
- public confidence

This document ensures that all I-PATH assessments are delivered with integrity, consistency and care.

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